

## REQUEST FOR QUOTATION

Date: **21 January 2022**

RFQ No.: **2022-001**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, will undertake an Alternative Method of Procurement to procure **“ONE (1) LOT - PRODUCTION AND DELIVERY OF UNACOM EVENT SHIRTS”** in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said printing was included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Forty Thousand Pesos (Php 40,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

#### 1. POLO SHIRT – 17 pieces

**Logo Execution:** Digital Embroidery

Material - Petit Piqué Cotton, comfortable and lightweight

Ultra-light, easy-care and perspiration-wicking responsible cotton piqué blend

Two-button ribbed polo collar

Regular fit

Pocket on left Chest (where the Logo will be printed)

Main fabric: Cotton (63%), Polyester (31%), Elastane (6%)

Collar: Cotton (100%)



## 2.) SWEAT SHIRT – 17 pieces

**Logo Execution:** Digital Embroidery

Fabric material: Fleece sweatshirt

double-needle cover-seamed neck and armholes

Ribbed waistband and cuffs.



### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **26 January 2022**.

### Delivery:

Delivery within **Twenty-two (22) working days** upon receipt of the Notice to Proceed.

### Requirements:

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**
4. **Omnibus Sworn Statement and Income/Business tax Return (for ABC's above 500k)**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

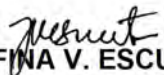
Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEF S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## REQUEST FOR QUOTATION

Date: **03 February 2022**

RFQ No.: **2022-004**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, will undertake an Alternative Method of Procurement to procure “**ONE (1) LOT – PRINTING AND DELIVERY OF NEW UNACOM LETTERHEADS AND ENVELOPES**” in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said printing is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **One Hundred Thirty Thousand Pesos (Php 130,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

QTY	Description
	<b>UNACOM NEW LETTERHEADS</b>
10 reams	Size: A4 size [21.0 centimeter (cm) x 29.7 cm] Color: New UNACOM Logo: One color - <b>Blue</b> PMS285 <b>Blue</b> C 89% M43% Y0% K 0% or R 0 G 119 B 212) Material: Specialty paper (Linen #120) Process: Offset Printing
5 reams	Size: Folio size [21.6 cm x 33.0 cm] Color: New UNACOM Logo: One color - <b>Blue</b> PMS285 <b>Blue</b> C 89% M43% Y0% K 0% or R 0 G 119 B 212) Material: Specialty paper (Linen #120) Process: Offset Printing
	<b>UNACOM NEW LETTER ENVELOPE</b>
500 pieces	Size: 24.1 cm X 11.1 cm Color: New UNACOM Logo: One color - <b>Blue</b> PMS285 <b>Blue</b> C 89% M43% Y0% K 0% or R 0 G 119 B 212 With adhesive on the Flap cover at least half (1/2) inch in width Material: Specialty paper (Linen#120) Process: Offset Printing
	<b>UNACOM NEW DOCUMENT ENVELOPE</b>
2 boxes	Size: A4 – [H] 33 cm x [W] 25.4 cm Envelope Orientation: portrait, Top opening Logo: to be provided (New UNACOM Logo) / Black print / 1 side Material: Kraft 150lbs. / Brown Color With adhesive on the Flap cover at least half (1/2) inch in width Process: Offset Printing 500 pieces per box

2 boxes	Size: Folio – [H] 38 cm x [W] 25.4 cm Envelope Orientation: portrait, Top opening Logo/ color: to be provided (New UNACOM Logo) / Black print / 1 side Material: Kraft 150lbs. / Brown Color With adhesive on the Flap cover at least half (1/2) inch in width Process: Offset Printing 500 pieces per box
<b>UNACOM NEW DOCUMENT EXPANDING ENVELOPE</b>	
2 boxes	Size: A4 – [H] 33 cm x [W] 25.4 cm Expanded thickness: 3 cm Envelope Orientation: portrait, Top opening With adhesive on the Flap cover at least one (1) inch in width Logo: to be provided (New UNACOM Logo) / Black print / 1 side Material: Kraft 150lbs. / Brown Color Process: Offset Printing 500 pieces per box
2 boxes	Size: Folio – [H] 38 cm x [W] 25.4 cm Envelope Orientation: portrait, Top opening With adhesive on the Flap cover at least one (1) inch in width Expanded thickness: 3 cm Logo color: to be provided (New UNACOM Logo) / Black print / 1 side Material: Kraft 150lbs. / Brown Color Process: Offset Printing 500 pieces per box

**Inclusion:**

1. Lay-out and two (2) mock copies for each item.

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **07 February 2022**.

**Delivery:**

Delivery within **Fifteen (15) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

4. Omnibus Sworn Statement and Income/Business tax Return (for ABC's above 500k)

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. BULAY**  
BAC Regular Member

  
**RAJE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
Ground Floor, Department of Foreign Affairs Bldg.  
2330 Roxas Blvd Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

DESCRIPTION: <b>ONE (1) LOT – PRINTING AND DELIVERY OF NEW UNACOM LETTERHEADS AND ENVELOPES</b>					
QTY	UOM	ITEM	SPECIFICATION	Unit Price	Total Price
10	ream	<b>UNACOM NEW LETTER-HEADS</b>	Size: A4 size [21.0 centimeter (cm) x 29.7 cm] Color: New UNACOM Logo: One color - <b>Blue</b> PMS285 <b>Blue</b> C 89% M43% Y0% K 0% or R 0 G 119 B 212 Material: Specialty paper (Linen #120) Process: Offset Printing		
5	ream	<b>UNACOM NEW LETTER-HEADS</b>	Size: Folio size [21.6 cm x 33.0 cm] Color: New UNACOM Logo: One color - <b>Blue</b> PMS285 <b>Blue</b> C 89% M43% Y0% K 0% or R 0 G 119 B 212 With adhesive on the Flap cover at least half (1/2) inch in width Material: Specialty paper (Linen #120) Process: Offset Printing		
500	piece	<b>UNACOM NEW LETTER ENVELOPE</b>	Size: 24.1 cm X 11.1 cm Color: New UNACOM Logo: One color - <b>Blue</b> PMS285 <b>Blue</b> C 89% M43% Y0% K 0% or R 0 G 119 B 212 Material: Specialty paper (Linen#120) Process: Offset Printing		
2	box	<b>UNACOM NEW DOCUMENT ENVELOPE</b>	Size: A4 – [H] 33 cm x [W] 25.4 cm Envelope Orientation: portrait, Top opening With adhesive on the Flap cover at least half (1/2) inch in width Logo: to be provided (New UNACOM Logo) / Black print / 1 side Material: Kraft 150lbs. / Brown Color Process: Offset Printing 500 pieces per box		

2	box	<b>UNACOM NEW DOCUMENT ENVELOPE</b>	Size: Folio – [H] 38 cm x [W] 25.4 cm Envelope Orientation: portrait, Top opening With adhesive on the Flap cover at least half (1/2) inch in width Logo/ color: to be provided (New UNACOM Logo) / Black print / 1 side Material: Kraft 150lbs. / Brown Color Process: Offset Printing 500 pieces per box		
2	box	<b>UNACOM NEW DOCUMENT EXPANDING ENVELOPE</b>	Size: A4 – [H] 33 cm x [W] 25.4 cm Expanded thickness: 3 cm Envelope Orientation: portrait, Top opening With adhesive on the Flap cover at least one (1) inch in width Logo: to be provided (New UNACOM Logo) / Black print / 1 side Material: Kraft 150lbs. / Brown Color Process: Offset Printing 500 pieces per box		
2	box	<b>UNACOM DOCUMENT EXPANDING ENVELOPE</b>	Size: Folio – [H] 38 cm x [W] 25.4 cm Envelope Orientation: portrait, Top opening With adhesive on the Flap cover at least one (1) inch in width Expanded thickness: 3 cm Logo/ color: to be provided (New UNACOM Logo) / Black print / 1 side Material: Kraft 150lbs. / Brown Color Process: Offset Printing 500 pieces per box		
			<b>TOTAL (inclusive of VAT)</b>		

TOTAL AMOUNT: \_\_\_\_\_

Total Amount in words: \_\_\_\_\_

DELIVERY: **Fifteen (15) Working days** upon receipt of the Notice to Proceed

The above-quoted prices are inclusive of all costs and applicable taxes.

Sincerely yours,

\_\_\_\_\_  
*Printed Name over Signature /Designation*

\_\_\_\_\_  
*Company name*

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## REQUEST FOR QUOTATION

Date: **03 February 2022**

RFQ No.: **2022-005**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, will undertake an Alternative Method of Procurement to procure “**ONE (1) LOT – VEHICLE RENTAL FOR UNACOM PERSONNEL DEVELOPMENT**” in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said Vehicle Rental is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Fifty Thousand Pesos (Php 50,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

**ORIGIN:** DFA Building, Roxas Boulevard, Pasay City  
**DESTINATION:** Mirador Jesuit Villa Retreat House, Baguio City  
**RENTAL TYPE:** **DROP AND PICK ONLY**  
**TYPE OF VEHICLE:** 24-seater Coaster (model should be at least 2017 above)  
**DEPARTURE DATES:** Pasay City - 17 February 2022, ETD 4:00AM  
Baguio City - 19 February 2022, ETD 5:00PM

### Details:

- Taken route shall be via NLEX-SCTEX-TPLEX-Marcos Highway and vice versa.
- All-in (driver's meals, fuel, and toll fees).
- Driver must be knowledgeable on Baguio City Routes.

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **07 February 2022.**

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

For further inquiries, you may contact:


**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)



**GAY ALFRED A. BLANCO**  
BAC Chairperson



**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson



**MICHELLE A. DULAY**  
BAC Regular Member



**RAJEE S. FLORIDO**  
BAC Regular Member



**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
Ground Floor, Department of Foreign Affairs Bldg.  
2330 Roxas Blvd Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

ITEM DESCRIPTION: <b><u>ONE (1) LOT – VEHICLE RENTAL FOR UNACOM PERSONNEL DEVELOPMENT</u></b>				
QTY	UOM	SPECIFICATION		TOTAL
1	Lot	<b>ORIGIN:</b> <u>DFA Building, Roxas Boulevard, Pasay City</u> <b>DESTINATION:</b> <u>Mirador Jesuit Villa Retreat House, Baguio City</u> <b>RENTAL TYPE:</b> <b><u>DROP AND PICK ONLY</u></b> <b>TYPE OF VEHICLE:</b> <u>24-seater Coaster</u> (model should be at least 2017 above) <b>DEPARTURE DATES:</b> <u>Pasay City - 17 February 2022, ETD 4:00AM</u> <u>Baguio City - 19 February 2022, ETD 5:00PM</u>  <b>Details:</b> <ul style="list-style-type: none"> <li>• <u>Taken route shall be via NLEX-SCTEX-TPLEX-Marcos Highway and vice versa.</u></li> <li>• All-in (driver's meals, fuel, and toll fees).</li> <li>• Driver must be knowledgeable on Baguio City Routes.</li> </ul>		

TOTAL AMOUNT: \_\_\_\_\_

Total Amount in words: \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

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*Printed Name over Signature /Designation*


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*Company name*

Landline number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

## REQUEST FOR QUOTATION

Date: **03 February 2022**

RFQ No.: **2022-006**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, will undertake an Alternative Method of Procurement to procure **“ONE (1) LOT - PRINTING AND DELIVERY OF IOC /UN OCEAN DECADE INFORMATION MATERIAL”** in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said printing was included in the FY 2021 Annual Procurement Plan with the Approved Budget for the Contract of **Eighty-Five Thousand Pesos (Php 85,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

Form of Printing: Kit / Brochure Type  
Quantity: 500 copies  
Stock: Matte White 280gsm  
Size: 8.27" x 5.83" (as per file)  
Binding: Metal Spring  
Color: Full color  
Process: Offset Printing  
No. of Pages: 70 pages including cover

note: additional text will be inserted in the last page before the back cover page  
**"Reprinted by UNESCO National Commission of the Philippines".**

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **07 February 2022.**

### Delivery:

Delivery within **Ten (10) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**
4. **Omnibus Sworn Statement and Income/Business tax Return (for ABC's above 500k)**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
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BAC Regular Member

  
**RAJEEV S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
Ground Floor, Department of Foreign Affairs Bldg.  
2330 Roxas Blvd Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

ITEM DESCRIPTION: <b>ONE (1) LOT – PRINTING AND DELIVERY OF IOC /UN OCEAN DECADE INFORMATION MATERIAL</b>				
QTY	UOM	SPECIFICATION	Per unit cost	TOTAL
1	Lot	Form of Printing: Kit / Brochure Type Quantity: 500 copies Stock: Matte White 280gsm Size: 8.27" x 5.83" (as per file) Binding: Metal Spring Color: Full color Process: Offset Printing No. of Pages: 70 pages including cover  <b>note: additional text will be inserted in the last page before the back cover page " Reprinted by UNESCO National Commission of the Philippines".</b>		

TOTAL AMOUNT: \_\_\_\_\_

Total Amount in words: \_\_\_\_\_

Delivery within **Ten (10) working days** upon receipt of Notice to Proceed.

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

\_\_\_\_\_  
*Printed Name over Signature /Designation*\_\_\_\_\_  
*Company name*

Landline number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

## REQUEST FOR QUOTATION

Date: **03 February 2022**

RFQ No.: **2022-007**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, will undertake an Alternative Mode of Procurement to procure **“ONE (1) LOT - PRINTING AND DELIVERY OF UNACOM ANNUAL REPORT 2020”** in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said printing was included in the FY 2021 Annual Procurement Plan with the Approved Budget for the Contract of **Ninety-Nine Thousand Five Hundred Pesos (Php 99,500.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

**SIZE:** Spread: 38.10 centimeter (cm.) x 19.05 cm.  
Folded: 19.05 cm. x 19.05cm.

**MATERIAL: Cover:** C2S 180lbs with Matte Lamination  
and Spot UV for title and logo

**MATERIAL: Inside Pages:** 80Lbs C2S

**TYPE OF BINDING:** Smythe Perfect Binding

**COLOR OF GLUE BINDING:** White

**NUMBER OF PAGES:** 100 pages

**PROCESS:** CMYK printing/Offset Printing

**NUMBER OF PRINTS:** 200 copies

### Inclusion:

- 1. TWO MOCK COPIES for revisions.** The first mock copy must be submitted one working day after receipt of the pdf or e-copy of the annual report. The second mock copy must be submitted one working day after receipt of the revised first mock copy. **Mock Copy** must follow the specifications stated herein (except printing process); and
- 2. LAY OUT AND PHOTO EDITING** with color enhancement.

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at marlond822@gmail.com cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **07 February 2022**

**Delivery:**

Delivery within **Ten (10) working days** upon receipt of Notice To Proceed.

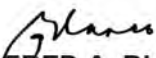
**Requirements:**

The supplier with the Single/Lowest Calculated Price Quotation shall submit the following documents before issuance of Notice of Award:

- 1. Mayor's Business Permit**
- 2. PhilGEPS Registration Number / Platinum membership**
- 3. BIR 2303;**
- 4. Omnibus Sworn Statement (for ABCs above 50K)**
- 5. Income/Business tax Return (for ABC's above 500k)**

For further inquiries, you may contact:

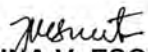
Marlon A. de los Santos  
BAC Secretariat  
Mobile Number: 09773379532  
Tel No.: 8834-3447  
Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

  
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**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAFAEL S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
Ground Floor, Department of Foreign Affairs Bldg.  
2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

ITEM DESCRIPTION:		ONE (1) LOT - PRINTING AND DELIVERY OF UNACOM ANNUAL REPORT 2020		
QTY	UOM	SPECIFICATION	Per unit cost	TOTAL
200	copy	<b>SIZE:</b> Spread: 38.10 centimeter (cm.) x 19.05 cm. Folded: 19.05 cm. x 19.05cm. <b>MATERIAL: Cover:</b> C2S 180lbs with Matte Lamination and Spot UV for title and logo <b>MATERIAL: Inside Pages:</b> 80Lbs C2S <b>TYPE OF BINDING:</b> Smyth Sewn Perfect Binding <b>COLOR OF GLUE BINDING:</b> <u>White</u> <b>NUMBER OF PAGES:</b> 100 pages <b>PROCESS:</b> CMYK printing		
DELIVERY: <b><u>Ten (10) Working days</u></b> upon receipt of the Notice to Proceed				

TOTAL AMOUNT: \_\_\_\_\_

Total amount in words: \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Sincerely yours,

\_\_\_\_\_  
*Printed Name over Signature /Designation*

\_\_\_\_\_  
*Company name*

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## REQUEST FOR QUOTATION

Date: 03 February 2022  
RFQ No.: 2022-008

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“SUPPLY AND DELIVERY OF VARIOUS SEMI-EXPENDABLE OFFICE EQUIPMENT”** in accordance with **Section 52.1 b Shopping** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said supplies is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Fifty-Six Thousand Nine Hundred Pesos (Php 56,900.00) only.** To be allocated in the following **Line items**:

- Line item #1:** 1 unit – Paper cutter @ Php 5,000.00  
**Line item #2:** 1 unit – Paper Shredder @ Php 14,900.00  
**Line item #3:** 3 units – All-in-One Printers with consumable ink cartridges; Black (20 pieces) and Tricolor (20 pieces) @ Php 37,000.00

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ)

### Technical Specifications:

#### Line Item #1: PAPER CUTTER

- Ream Cutter type, All steel heavy-duty Base, Easy control cutting handle bar, Clamp wheel for better holding thick papers, Ruler in inches and clear embossed grid, Adjustable backstop with lock for holding paper, With rubber feet for desktop use, Best cutting size: A3 paper, Cutting capacity: 100 sheets of 80g paper in a single feed or higher:  
QUANTITY: One (1) unit

#### Line Item #2: PAPER SHREDDER

- HEAVY DUTY, 30 minutes or higher shredding time, Shred capacity @70 gsm, A4: 8 sheets or higher, Shred capability: CD/DVD, Card, Paper Clip, Staple, Operating Time: Continuous run time: minimum of 30 minutes, On/Off-Forward-Auto reverse, Bin capacity: 20 Liters or higher, Machine noise: 65dB or lower, Duty Cycle: not shorter than 30 minutes on and not longer than 40 minutes off, Separate bin for shredded CDs, Energy saving technology: QUANTITY: One (1) unit

**Line Item #3: ALL-IN-ONE PRINTERS WITH CONSUMABLE INK CARTRIDGES**

- Printer All-in-One- Print, Copy, Scan, Print size: A4, Letter; legal, Scanner: Flatbed: 216 x 297 mm; up to 1200 x 1200 dpi, Connectivity: 1 Hi-Speed USB 2.0 / Wireless, Consumable: Ink Cartridge Type ( Black and Tricolor): QUANTITY: Three (3) units
- Black Ink Cartridges : QUANTITY: Twenty (20) pieces
- Tricolor Ink Cartridges: QUANTITY: Twenty (20) pieces

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **07 February 2022**.

**Delivery:**

Delivery within **Seven (7) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

For further inquiries, you may contact:

**MR. MARLON A. DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJ E. S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
 Ground Floor, Department of Foreign Affairs Bldg.  
 2330 Roxas Blvd Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

DESCRIPTION: <b><u>SUPPLY AND DELIVERY OF VARIOUS SEMI-EXPENDABLE OFFICE EQUIPMENT</u></b>					
QTY	UOM	ITEM	SPECIFICATION	Unit Price	Total Price
1	piece	<b>Line Item #1:  PAPER CUTTER</b>	Ream Cutter type, All steel heavy-duty Base, Easy control cutting handle bar, Clamp wheel for better holding thick papers, Ruler in inches and clear embossed grid, Adjustable backstop with lock for holding paper, With rubber feet for desktop use, Best cutting size: A3 paper, Cutting capacity: 100 sheets of 80g paper in a single feed or higher:		
1	piece	<b>Line Item #2:  PAPER SHREDDER</b>	HEAVY DUTY, 30 minutes or higher shredding time, Shred capacity @70 gsm, A4: 8 sheets or higher, Shred capability: CD/DVD, Card, Paper Clip, Staple, Operating Time: Continuous run time: minimum of 30 minutes, On/Off-Forward-Auto reverse, Bin capacity: 20 Liters or higher, Machine noise: 65dB or lower, Duty Cycle: not shorter than 30 minutes on and not longer than 40 minutes off, Separate bin for shredded CDs, Energy saving technology:		

3	piece	<b>Line Item #3:</b>  <b>ALL-IN-ONE PRINTERS WITH CONSUMABLE INK CARTRIDGES</b>	Printer All-in-One- Print, Copy, Scan, Print size: A4, Letter; legal, Scanner: Flatbed: 216 x 297 mm; up to 1200 x 1200 dpi, Connectivity: 1 Hi-Speed USB 2.0 / Wireless, Consumable: Ink Cartridge Type ( Black and Tricolor):		
			Ink Cartridge consumables for above-stated printer:		
20	piece		Black Ink Cartridges		
20	piece		Tricolor Ink Cartridges		
			<b>TOTAL (inclusive of VAT)</b>		

Amount in words: \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Delivery within **Seven (7) working days** upon receipt of the Notice to Proceed.

Sincerely yours,

\_\_\_\_\_  
*Printed Name over Signature /Designation*

\_\_\_\_\_  
*Company name*

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## REQUEST FOR QUOTATION

Date: **03 February 2022**  
RFQ No.: **2022-009**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“PRINTING AND DELIVERY OF UNESCO RECOMMENDATION ON OPEN SCIENCE PUBLICATION”** in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said supplies is included in the FY 2021 Annual Procurement Plan with the Approved Budget for the Contract of **Thirty-Five Thousand Pesos (Php 35,000.00)**.

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

QUANTITY: 50 copies  
SIZE: 6.69 inches (in.) x 9.45 in. - Folded  
MATERIAL: Cover: C2S 180lbs  
MATERIAL: Inside Pages: 80Lbs C2S  
PROCESS: CMYK printing/Offset Printing  
NUMBER OF PAGES: 36 pages including cover  
TYPE OF BINDING: Saddle Stitch Binding

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **07 February 2022**.

### Delivery:

Delivery within **Ten (10) working days** upon receipt of the Notice to Proceed.

### Requirements:

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**
4. **Omnibus Sworn Statement and Income/Business tax Return (for ABC's above 500k)**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEENA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
Ground Floor, Department of Foreign Affairs Bldg.  
2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

DESCRIPTION: <b>ONE (1) LOT – <u>PRINTING AND DELIVERY OF UNESCO RECOMMENDATION ON OPEN SCIENCE PUBLICATION</u></b>				
QTY	UOM		SPECIFICATION	Unit Price
50	Copy		SIZE: 6.69 inches (in.) x 9.45 in. - Folded MATERIAL: Cover: C2S 180lbs MATERIAL: Inside Pages: 80Lbs C2S PROCESS: CMYK printing/Offset Printing NUMBER OF PAGES: 36 pages including cover TYPE OF BINDING: Saddle Stitch Binding	
			<b>TOTAL (inclusive of VAT)</b>	
Total Amount in words:				

DELIVERY: **Ten (10) Working days** upon receipt of the Notice to Proceed

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

\_\_\_\_\_  
*Printed Name over Signature /Designation*

\_\_\_\_\_  
*Company name*

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_



*Building peace in the hearts and minds of men and women since 1951*

## REQUEST FOR QUOTATION

Date: **04 February 2022**  
RFQ No.: **2022-010**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, will undertake an Alternative Mode of Procurement to procure **“ONE (1) LOT - PRINTING AND DELIVERY OF UNACOM ANNUAL REPORT 2020”** in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said printing was included in the FY 2021 Annual Procurement Plan with the Approved Budget for the Contract of **Ninety-Nine Thousand Five Hundred Pesos (Php 99,500.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

**SIZE:** Spread: 38.10 centimeter (cm.) x 19.05 cm.  
Folded: 19.05 cm. x 19.05cm.  
**MATERIAL: Cover:** C2S 180lbs with Matte Lamination  
and Spot UV for title and logo  
**MATERIAL: Inside Pages:** 80Lbs C2S  
**TYPE OF BINDING:** Smythe Perfect Binding  
**COLOR OF GLUE BINDING:** White  
**NUMBER OF PAGES:** 100 pages  
**PROCESS:** CMYK printing/Offset Printing  
**NUMBER OF PRINTS:** 200 copies

### Inclusion:

1. **TWO MOCK COPIES for revisions.** The first mock copy must be submitted one working day after receipt of the pdf or e-copy of the annual report. The second mock copy must be submitted one working day after receipt of the revised first mock copy. **Mock Copy** must follow the specifications stated herein (except printing process); and
2. **LAY OUT AND PHOTO EDITING** with color enhancement.

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at marlond822@gmail.com cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **08 February 2022**

**Delivery:**

Delivery within **Ten (10) working days** upon receipt of Notice To Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated Price Quotation shall submit the following documents before issuance of Notice of Award:

1. Mayor's Business Permit
2. PhilGEPS Registration Number / Platinum membership
3. BIR 2303;
4. Omnibus Sworn Statement (for ABCs above 50K)
5. Income/Business tax Return (for ABC's above 500k)

For further inquiries, you may contact:

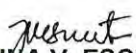
Marlon A. de los Santos  
BAC Secretariat  
Mobile Number: 09773379532  
Tel No.: 8834-3447  
Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

  
**GAY ALFERED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RA-JEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
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10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.



*Building peace in the hearts and minds of men and women since 1951*

## REQUEST FOR QUOTATION

Date: **07 February 2022**

RFQ No.: **2022-011**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, will undertake an Alternative Method of Procurement to procure **“ONE (1) LOT – VEHICLE RENTAL FOR UNACOM PERSONNEL DEVELOPMENT”** in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said Vehicle Rental is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Fifty Thousand Pesos (Php 50,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

**ORIGIN:** DFA Building, Roxas Boulevard, Pasay City  
**DESTINATION:** Mirador Jesuit Villa Retreat House, Baguio City  
**RENTAL TYPE:** **DROP AND PICK ONLY**  
**TYPE OF VEHICLE:** two (2) units- 12 seater VAN (model should be at least 2019 above)  
**DEPARTURE DATES:** Pasay City - 17 February 2022, ETD 4:00AM  
Baguio City - 19 February 2022, ETD 5:00PM

### Details:

- Taken route shall be via NLEX-SCTEX-TPLEX-Marcos Highway and vice versa.
- All-in (driver's meals, fuel, and toll fees).
- Driver must be knowledgeable on Baguio City Routes.
- Driver must have a negative antigen test or RT-PCR Test result, 48 hours before Travel date and present a vaccination card.

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or

email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **10 February 2022**.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## ANNEX B

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
Ground Floor, Department of Foreign Affairs Bldg.  
2330 Roxas Blvd Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

ITEM DESCRIPTION: <b><u>ONE (1) LOT – VEHICLE RENTAL FOR UNACOM PERSONNEL DEVELOPMENT</u></b>				
QTY	UOM	SPECIFICATION		TOTAL
1	Lot	<p><b>ORIGIN:</b> <u>DFA Building, Roxas Boulevard, Pasay City</u></p> <p><b>DESTINATION:</b> <u>Mirador Jesuit Villa Retreat House, Baguio City</u></p> <p><b>RENTAL TYPE:</b> <u>DROP AND PICK ONLY</u></p> <p><b>TYPE OF VEHICLE:</b> <u>Two (2) units – 12-Seater Van (model should be at least 2019 above)</u></p> <p><b>DEPARTURE DATES:</b>  <u>Pasay City - 17 February 2022, ETD 4:00AM</u>  <u>Baguio City - 19 February 2022, ETD 5:00PM</u></p> <p><b>Details:</b></p> <ul style="list-style-type: none"> <li>• <u>Taken route shall be via NLEX-SCTEX-TPLEX-Marcos Highway and vice versa.</u></li> <li>• All-in (driver's meals, fuel, and toll fees).</li> <li>• Driver must be knowledgeable on Baguio City Routes.</li> <li>• Driver must have a negative antigen test or RT-PCR Test result, 48 hours before Travel date and present a vaccination card.</li> </ul>		

TOTAL AMOUNT: \_\_\_\_\_

Total Amount in words: \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

\_\_\_\_\_  
*Printed Name over Signature /Designation*

\_\_\_\_\_  
*Company name*

Landline number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

## REQUEST FOR QUOTATION

Date: **01 March 2022**  
RFQ No.: **2022-012**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“ONE (1) LOT – OFFICE SUPPLIES”** in accordance with **Section 52.1.b Shopping**, of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said supplies was included in the FY 2022 Annual Procurement Plan – Common-use Supplies and Equipment with the Approved Budget for the Contract of **SEVENTY-NINE THOUSAND SEVEN HUNDRED SEVENTY-FIVE PESOS (Php 79,775.00) only.**

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

**LABEL FOR EACH ITEM MUST BE PRINTED IN AN ENGLISH TRANSLATED LANGUAGE**

QTY	UOM	ITEM	SPECIFICATION
50	Pack	Tissue	Bathroom Tissue, At least 2 ply, 100% virgin pulp, Eco-friendly, 12 rolls per pack, , manufacturer must have at least 20 years in service
100	bottle	Alcohol	70%, with skin moisturizer and scented, 500 ml, manufacturer must have at least 50 years in service
50	can	Furniture Cleaner	aerosol type
100	can	Disinfectant Spray	At least 400 grams can capacity, Pressurized Spray can action, 3-in-1 action, Kills 99% of germs and viruses, Lavender scented, Kills bacteria and viruses, eliminated tough odor, instantly freshens air
20	roll	Tape	Packaging, transparent, 2 inches
10	roll	Tape	Tape, Cloth, Blue, 36 mm
10	roll	Tape	Tape, Cloth, Blue, 48 mm
10	roll	Tape	Tape, Transparent, 24mm
20	roll	Tape	Tape, Transparent 48mm
10	roll	Tape	Masking, 24 mm
10	roll	Tape	Masking, 48 mm
10	box	Staple wire	Staple wire #35,
75	pc	Data Folder	Made of Chipboard, with taglia lock, 9 in x 15 in, Horizontal, Blue
60	pc	Black Sign Pen	Black, Gel type, 0.5mm ball needle point, rubberized grip, non-refillable
60	pc	Blue Sign Pen	Blue, Gel type, 0.5mm ball needle point, rubberized grip, non-refillable

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **7 March 2022**.

**Delivery:**

Delivery within **Ten (10) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## Notice of Extension for the Procurement of Office Supplies under RFQ No. 2022-012

In view of non-responsive quotations submitted by prospective suppliers for the aforementioned procurement, UNACOM-BAC extends its procurement process with the following amendments:

### 1. On the Item Specification

<b>50 cans- Furniture cleaner</b>	Change item: <b>10 pieces- Stapler #35</b>
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### 2. On the date for the submission of Quotations:

<p><b>Quotation:</b></p> <p>If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at <a href="mailto:marlond822@gmail.com">marlond822@gmail.com</a> cc: <a href="mailto:quotation@unesco.gov.ph">quotation@unesco.gov.ph</a> not later than <b><u>07 March 2022.</u></b></p>	<p><b>Quotation:</b></p> <p>If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at <a href="mailto:marlond822@gmail.com">marlond822@gmail.com</a> cc: <a href="mailto:quotation@unesco.gov.ph">quotation@unesco.gov.ph</a> not later than <b><u>14 March 2022</u></b></p>
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For the information and guidance of all concerned.

Very truly yours,

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

## Notice of Extension for the Procurement of Office Supplies under RFQ No. 2022-012

In view of non-responsive quotations submitted by prospective suppliers for the aforementioned procurement, UNACOM-BAC extends its procurement process with the following amendments:

### 1. On the Item Specification

<b>50 cans- Furniture cleaner</b>	Change item: <b>10 pieces- Stapler #35</b>
-----------------------------------	---

### 2. On the date for the submission of Quotations:

<p><b>Quotation:</b></p> <p>If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at <a href="mailto:marlond822@gmail.com">marlond822@gmail.com</a> cc: <a href="mailto:quotation@unesco.gov.ph">quotation@unesco.gov.ph</a> not later than <b>07 March 2022</b>.</p>	<p><b>Quotation:</b></p> <p>If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at <a href="mailto:marlond822@gmail.com">marlond822@gmail.com</a> cc: <a href="mailto:quotation@unesco.gov.ph">quotation@unesco.gov.ph</a> not later than <b>14 March 2022</b></p>
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For the information and guidance of all concerned.

Very truly yours,

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson



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Philippine  
National Commission

*Building peace in the hearts and minds of men and women since 1951*

## REQUEST FOR QUOTATION

Date: **08 March 2022**

RFQ No.: **2022-012a**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“ONE (1) LOT – OFFICE SUPPLIES”** in accordance with **Section 52.1.b Shopping**, of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said supplies is included in the FY 2022 Annual Procurement Plan – Common-use Supplies and Equipment with the Approved Budget for the Contract of **SEVENTY NINE THOUSAND SEVEN HUNDRED SEVENTY FIVE PESOS (Php 79,775.00) only.**

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

**LABEL FOR EACH ITEM MUST BE PRINTED IN ENGLISH TRANSLATED LANGUAGE**

QTY	UOM	ITEM	SPECIFICATION
50	Pack	Tissue	Bathroom Tissue, At least 2 ply, 100% virgin pulp, Eco-friendly, 12 rolls per pack, , manufacturer must have at least 20 years in service
100	bottle	Alcohol	70%, with skin moisturizer and scented, 500 ml, manufacturer must have at least 50 years in service
100	can	Disinfectant Spray	At least 400 grams can capacity, Pressurized Spray can action, 3-in-1 action, Kills 99% of germs and viruses, Lavender scented, Kills bacteria and viruses, eliminated tough odor, instantly freshens air
10	piece	Stapler	Stapler, #35
20	roll	Tape	Packaging, transparent, 2 inches
10	roll	Tape	Tape, Cloth, Blue, 36 mm
10	roll	Tape	Tape, Cloth, Blue, 48 mm
10	roll	Tape	Tape, Transparent, 24mm
20	roll	Tape	Tape, Transparent 48mm
10	roll	Tape	Masking, 24 mm
10	roll	Tape	Masking, 48 mm
10	box	Staple wire	Staple wire #35
75	pc	Data Folder	Made of Chipboard, with taglia lock, 9 in x 15 in, Horizontal, Blue
60	pc	Black Sign Pen	Black, Gel type, 0.5mm ball needle point, rubberized grip, non-refillable
60	pc	Blue Sign Pen	Blue, Gel type, 0.5mm ball needle point, rubberized grip, non-refillable

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **14 March 2022**.

**Delivery:**

Delivery within **Ten (10) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447


Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAUL S. FLORIDO**  
BAC Regular Member

**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: **01 March 2022**

RFQ No.: **2022-013**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“ONE (1) LOT – IT CONSUMABLE SUPPLIES”** in accordance with **Section 52.1.b Shopping**, of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said supplies was included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **SEVENTY-EIGHT THOUSAND PESOS (Php 78,000.00) only**.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

QTY	UOM	ITEM	SPECIFICATION
10	cart	Ink Cartridge	Ink Cartridge, HP#678, Black
10	cart	Ink Cartridge	Ink Cartridge, HP#678, Tricolor
30	cart	Ink Cartridge	Ink Cartridge, HP#680, Black
30	cart	Ink Cartridge	Ink Cartridge, HP#680, Tricolor
10	cart	Ink Cartridge	Ink Cartridge, HP#682, Black
10	cart	Ink Cartridge	Ink Cartridge, HP#682, Tricolor
2	cart	Printer Toner	Printer Toner Cart, HP CE310A, Black
2	cart	Printer Toner	Printer Toner Cart, HP CE311A, Cyan
2	cart	Printer Toner	Printer Toner Cart, HP CE312A, Yellow
2	cart	Printer Toner	Printer Toner Cart, HP CE313A, Magenta

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **7 March 2022**.

### Delivery:

Delivery within **Five (5) working days** upon receipt of the Notice to Proceed.

### Requirements:

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RJ/E S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

**Notice of Extension for the Procurement of Anti-Covid 19 Supplies under RFQ No. 2022-014**

In view of insufficient quotation received by UNACOM BAC Secretariat for the aforementioned procurement, said procurement process is hereby extended with the following amendments:

1. On the date for the submission of Quotations:

<b>Quotation:</b>  If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at <a href="mailto:marlond822@gmail.com">marlond822@gmail.com</a> cc: <a href="mailto:quotation@unesco.gov.ph">quotation@unesco.gov.ph</a> not later than <b>07 March 2022</b> .	<b>Quotation:</b>  If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at <a href="mailto:marlond822@gmail.com">marlond822@gmail.com</a> cc: <a href="mailto:quotation@unesco.gov.ph">quotation@unesco.gov.ph</a> not later than <b>14 March 2022</b>
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For the information and guidance of all concerned.

Very truly yours,

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

## REQUEST FOR QUOTATION

Date: **1 March 2022**  
RFQ No.: **2022-014**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee**, intends to procure **“ONE (1) LOT – SUPPLY AND DELIVERY OF ANTI-COVID 19 SUPPLIES”** in accordance with **Section 52.1 b Shopping**, of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said supplies is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **FORTY-ONE THOUSAND PESOS (Php 41,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation.

### Specifications:

QTY	UOM	ITEM	SPECIFICATION
10	piece	Filter replacement	Compatible to Imarflex Air purifier model IAP-300
2	unit	Air Purifier	Application area: at least 40 sq. meter Air Purifier Features Anti-Allergy, anti mold, Anti-Bacteria, Anti-Odor, Anti-virus, Ionizer Air Purifier Filtration, HEPA filter (H11), activated carbon filter Replaceable filter Rated Voltage: AC100-240V~ Manufacturer must have at least 25years of service in the Philippines and official service center

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **7 March 2022**.

### Delivery:

Delivery within **Five (5) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
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BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: **2 March 2022**  
RFQ No.: **2022-015**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“Four (4) Licenses Zoom Video Conferencing Application”** in accordance with **Section 53.9, Negotiated Procurement – Small Value Procurement**, of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184

The procurement of the said supplies is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **FORTY-FIVE THOUSAND PESOS (Php 45,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation.

### Specifications:

#### Number of Licenses: 4 Licenses ZOOM Video Conference application

- Professional Plan
- Supports 100 participants per host meeting
- Social Media Streaming
- Atleast 1GB cloud recording per license
- One (1) year subscription from the date of purchase
- 24/7 technical support

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **7 March 2022.**

### Delivery:

Delivery within **Two (2) days** upon receipt of the Notice to Proceed.

### Requirements:

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

#### 1. Mayor's Business Permit

2. PhilGEPS Registration Number / Platinum membership
3. BIR 2303;
4. Omnibus Sworn Statement (for ABC above 50K)

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.



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## REQUEST FOR QUOTATION

Date: 08 March 2022

RFQ No.: 2022-016

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to procure **"ONE (1) LOT - PRINTING AND DELIVERY OF ASSOCIATED SCHOOLS PROJECT NETWORK (ASPnet) GUIDE FOR MEMBERS AND GLOBAL EDUCATION MONITORING (GEM) REPORT 2021/2 SUMMARY REPORT"** in accordance with **Section 53.9 Negotiated Procurement -Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said printing and delivery of UNESCO Publications is included in the FY 2021 Annual Procurement Plan with the Approved Budget for the Contract of **Seventy Eight Thousand Pesos (Php 78,000.00) only.**

Please quote your best offer subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

#### a.) ASPnet Guide for Members

Quantity: 100 copies  
Material: c2s 80 lbs. self-cover  
Size: 5.83" x 8.27" - folded  
Printing process: Offset printing  
Number of pages: 16 pages including cover  
Binding: saddle stitch

#### b.) GEM 2021/2 Summary Report

Quantity: 300 copies  
Material: cover: Matte 160/ Inside: matte 100  
Size: 8.5 inches x 11 inches  
Number of pages: 38 pages including cover  
Binding: Saddle Stitch  
Printing process: Offset printing  
Others: Plastic lamination on cover

### Inclusion:

1. **TWO MOCK COPIES for revisions.** The first mock copy must be submitted one working day after receipt of the pdf or e-copy of the publication. The second mock

copy must be submitted one working day after receipt of the revised first mock copy.  
**Mock Copy** must follow the specifications stated herein (except printing process); and

**2. PHOTO EDITING** with color enhancement.

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **14 March 2022**.

**Delivery:**

Delivery within **Ten (10) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Quotation shall submit the following documents before issuance of Notice of Award:

1. Mayor's Business Permit
2. PhilGEPS Registration Number / Platinum membership
3. BIR 2303,
4. Omnibus Sworn Statement

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

**JOSEFINA V. ESCUETA**  
Provisional Member

## REQUEST FOR QUOTATION

Date: 16 March 2022  
RFQ No.: 2022-019

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“Three Round Trip Airline Tickets for the Philippine Participation to 214th Session of UNESCO Executive Board in Paris, France”** in accordance with **Section 53.14 Negotiated Procurement - Direct Retail Purchase of Petroleum, Oil, Fuel and Lubricants (POL) Products and Airline Tickets** of 2016 Revised Implementing Rules and Regulations dñe Republic Act No.9184.

The procurement of the said Airline Tickets is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Two Hundred Ninety Five Thousand Pesos Only (Php 295,000.00).**

Please quote your best offer subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

Classification: **Economy Class**

Route: **MANILA-PARIS, PARIS-MANILA**

Quantity: **Three (3) Round Trip Airline Tickets**

Departure date: **28 March 2022**

Return date: **15 April 2022**

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **23 March 2022.**

### Delivery:

Delivery within **Two (2) working days** upon receipt of the Notice to Proceed.

**Requirements:**

Please submit the following documents before issuance of Notice of Award:

1. Mayor's Business Permit
2. PhilGEPS Registration Number / Platinum membership
3. BIR 2303;
4. Omnibus Sworn Statement

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
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BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## REQUEST FOR QUOTATION

Date: **24 March 2022**

RFQ No.: **2022-020**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“PRINTING AND DELIVERY OF I LOVE FILIPINO DESIGN BOOK”** in accordance with **Section 53.9 Negotiated Procurement -Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said printing and delivery of UNESCO Publications is included in the FY 2021 Annual Procurement Plan with the Approved Budget for the Contract of **One hundred fifty six thousand pesos (Php 156,000.00) only.**

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

Quantity: 4,500 copies  
Material: cover: c2s 220  
Inside: bookpaper 80  
Size: cover: 7 x 8.75 inches (folded), 14 x 8.75 inches (flat)  
cover: 7 x 8.75 inches (folded), 14 x 8.75 inches (flat)  
Number of pages: 44 including cover  
Full color printing  
With scoring at the cover  
Binding: Saddle Stitch  
Printing process: Offset printing  
Others: text revisions in the Front cover inside page: "Layout by and Printed by" to be changed into "Supported and reproduced by: (new UNACOM LOGO)"

### Inclusion:

- 1. TWO MOCK COPIES for revisions.** The first mock copy must be submitted one working day after receipt of the pdf or e-copy of the publication. The second mock copy must be submitted one working day after receipt of the revised first mock copy. **Mock Copy** must follow the specifications stated herein (except printing process); and
- 2. PHOTO EDITING** with color enhancement.

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **31 March 2022**.

**Delivery:**

Delivery within **Ten (10) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**
4. **Omnibus Sworn Statement**

For further inquiries, you may contact:


**MR. MARLON DE LOS SANTOS**

BAC Secretariat


Tel No.: 8834-3447

Mobile No.: 09773379532

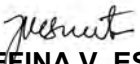
Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
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**MICHELLE A. DULAY**  
BAC Regular Member

**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: **29 March 2022**

RFQ No.: **2022-022**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, Intends to procure through Alternative Methods of Procurement (AMP), **“Two (2) Units Van Rental for the Preliminary Site Inspection to the Rice Terraces of the Philippine Cordilleras (RTPC)”** in accordance with **Section 53.9 Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **Van Rental** is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **One Hundred Ninety Five Thousand Pesos (Php 195,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

**ORIGIN:** DFA Building, Roxas Boulevard, Pasay City  
**DESTINATION:** Banaue, Ifugao Province

### ITINERARY:

**VAN A - 19 April 2022: 8:00PM - Pasay City-** Intramuros, Manila- DENR, Quezon City-  
**Baguio City- Banaue, Ifugao**

20 April 2022: Banaue - Nagacadan, Kiangan - Banaue

21 April 2022: Banaue – Hungduan - Banaue

22 April 2022: Banaue – Mayoyao - Banaue

23 April 2022: Banaue - Bangaan and Batad – Banaue

24 April 2022: Banaue area

25 April 2022: **Banaue, Ifugao – Baguio City – DENR, Quezon City –**  
**Intramuros, Manila City - Pasay City**

**VAN B - 19 April 2022: 8:00PM Pasay City-** Intramuros, Manila- DENR, Quezon City-  
**Banaue, Ifugao**

20 April 2022: Banaue - Nagacadan, Kiangan - Banaue

21 April 2022: Banaue – Hungduan - Banaue

22 April 2022: Banaue – Mayoyao - Banaue

23 April 2022: Banaue - Bangaan and Batad – Banaue

24 April 2022: Banaue area

25 April 2022: **Banaue, Ifugao – DENR, Quezon City – Intramuros, Manila**  
**City - Pasay City**

**TYPE OF VEHICLE:** two (2) units- 12 seater VAN , Air-conditioned (model should be at least 2019 above)

Details:

- Inclusive of Passenger insurance.
- Taken route shall be via SKYWAY-NLEX-SCTEX-TPLEX and vice versa.
- All-in (driver's meals, fuel, accommodation and toll fees).
- Driver must be knowledgeable on routes going to Ifugao Province destination sites.
- Driver must have a negative antigen test or RT-PCR Test result, 48 hours before Travel date and present a vaccination card.

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **11 April 2022 10:00 AM.**

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Omnibus Sworn Statement;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**


BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532


Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
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BAC Regular Member

**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

### Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: 29 March 2022  
RFQ No.: 2022-024

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure through Alternative Methods of Procurement (AMP), **“PREVENTIVE MAINTENANCE FOR UNACOM SERVICE CAR YW3388”** in accordance with **Section 53.9 Small Value Procurement**, of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of said **PREVENTIVE MAINTENANCE FOR UNACOM SERVICE CAR YW3388** is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Fifty Thousand Pesos only (Php 50,000.00)**.

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

Preventive maintenance based in 100,000.00 kilometers inclusive of the following:

- Engine system maintenance
- Brake system maintenance
- Engine decarbonize
- Tire maintenance
- Other related services that may arise during the actual maintenance procedure

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex “B”, duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **4 April 2022**.

### Delivery:

Delivery within **Seven (7) Working days** upon receipt of the Notice to Proceed.

### Requirements:

The supplier with the Single/Lowest Calculated Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**

3. **BIR 2303;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**  
BAC Secretariat  
Tel No.: 8834-3447  
Mobile No.: 09773379532  
Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)



**LAURENCE WILFRED T. DUMADAG**  
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**KRISTINE RAI B. GARCIA**  
BAC Regular Member

**RAJEE S. FLORIDO**  
BAC Regular Member

**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.



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## REQUEST FOR PROPOSAL

Date: 29 March 2022  
RFQ No.: 2022-025

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure a **CONSULTANT FOR THE DEVELOPMENT OF THE COMPREHENSIVE STUDY/REPORT ON THE PHILIPPINES INITIATIVES ON EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD)** from 11 April 2022 to 11 July 2022, in accordance with **Section 53.7 HIGHLY TECHNICAL CONSULTANT** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **ESD Consultant** is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Two Hundred Thousand Pesos (Php 200,000.00) only**.

Please quote your best offer for the items attached herein, **Annex "A"**, subject to the Terms and Conditions provided in this Request for Proposal (RFP).

### Specification:

UNACOM is looking for a highly experienced Consultant for the Development of the Comprehensive Study/Report on the Philippines Initiatives on Education for Sustainable Development (ESD) and shall be engaged from 11 April 2022 to 11 July 2022 reckoned from the issuance of the Notice to Proceed (NTP).

Service requirements are indicated in the Terms of Reference (TOR), see Annex "A".

### Proposal:

If interested, kindly accomplish the attached Price Proposal Form, see Annex "B", duly signed and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) on or before 1 April 2022.

### Requirements:

The Consultant for the Development of the Comprehensive Study/Report on the Philippines Initiatives on Education for Sustainable Development (ESD) shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN
2. PhilGEPS Registration Number

Department of Foreign Affairs  
2330 Roxas Boulevard, Pasay City  
1300 Philippines

Tel. No. : (+632) 8834 3447 / 4843  
Email : [secretariat@unesco.gov.ph](mailto:secretariat@unesco.gov.ph)  
Website : [www.unesco.gov.ph](http://www.unesco.gov.ph)

Fax No.: (+632) 8831 8873

**Terms of payment:**

<b>OUTPUTS / DELIVERABLES</b>	<b>PAYMENT (% of Contract Cost)</b>
Submission and acceptance of proposed work plan and detailed outline for drafting the report	10%
Submission and presentation of the first draft of the report and draft response to the UNESCO's Country Initiative on ESD 2030 document	40%
Submission and presentation of the second draft of the report (incorporating the comments on the first draft),	30%
Submission and acceptance of the final draft report (with meetings/FGDs/workshop key points or documentation and presentations)	20%

For further inquiries, you may contact:

**MR. MARLON A. DE LOS SANTOS**

BAC Secretariat

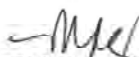
Tel No.: 8834-3447

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)



**LAURENCE WILFRED T. DUMADAG**

BAC Chairperson



**MICHELLE A. DULAY**

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## REQUEST FOR PROPOSAL

Date: 01 April 2022  
RFP No.: 2022-027

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **"Consultant for the UN Decade of Ocean Science for Sustainable Development (2021-2030), also referred to as Ocean Decade"** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said Consultant is included in the 2022 Annual Procurement Plan with the Approved Budget for the Contract (ABC) of **Four Hundred Twenty Thousand Pesos (Php 420,000.00)**.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

### Specification:

UNACOM is looking for a highly experience **Consultant for the Ocean Decade** who will serve as the national focal point for the national implementation of the Ocean Decade from **11 April 2022 to 10 October 2022**.

Service requirements are indicated in the **Terms of Reference (TOR)**, see Annex A.

### Proposal:

If interested, kindly accomplish the attached Price Proposal Form, see Annex "B", duly signed and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) on or before **5 April 2022**.

### Requirements:

The **Consultant for the Ocean Decade** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of 2016 Revised Implementing Rules and Regulations of RA 9184.

1. Curriculum Vitae with TIN
2. PhilGEPS Registration Number

**Payment details:**

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:

Mr. Marlon de los Santos  
BAC Secretariat  
Tel No.: 8834-3447  
Mobile No.: 09773379532  
Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)



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BAC Vice-Chairperson



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BAC Regular Member

**RAJEE S. FLORIDO**  
BAC Regular Member

**JOSEFINA V. ESCUETA**  
Provisional Member

## REQUEST FOR PROPOSAL

Date: 01 April 2022  
RFP No.: 2022-028

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **"CONSULTANT FOR ENSURING PHILIPPINES' COMPLIANCE WITH THE WORLD HERITAGE DECISION 44 COM 7.B.36 INVOLVING THE RICE TERRACES OF THE PHILIPPINE CORDILLERAS"** in accordance with **Section 53.7 Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **CONSULTANT** is included in the 2022 Annual Procurement Plan with the Approved Budget for the Contract (ABC) of **Two Hundred Eighty Thousand Pesos (Php 280,000.00)**.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

### Specification:

UNACOM is looking for a highly experienced **CONSULTANT FOR ENSURING PHILIPPINES' COMPLIANCE WITH THE WORLD HERITAGE DECISION 44 COM 7.B.36 INVOLVING THE RICE TERRACES OF THE PHILIPPINE CORDILLERAS** from 18 April 2022 to 18 October 2022.

Service requirements are indicated in the **Terms of Reference (TOR)**, see Annex A.

### Proposal:

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) on or before **5 April 2022**.

### Requirements:

**CONSULTANT FOR ENSURING PHILIPPINES' COMPLIANCE WITH THE WORLD HERITAGE DECISION 44 COM 7.B.36 INVOLVING THE RICE TERRACES OF THE PHILIPPINE CORDILLERAS** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN
2. PhilGEPS Registration Number

**Terms of Payment:**

<b>REPORTS / OUTPUTS / DELIVERABLES</b>	<b>TIMELINE</b>	<b>PAYMENT (% of Contract Cost)</b>
Proposed work plan to ensure compliance with WH Decision 44 COM 7.B.36	One week after the NTP or as (earlier) agreed	10%
Copy of the monitoring tool for the Midterm Review of the Master plan  Draft report on the site monitoring activity	Two weeks after site monitoring activity/ies or as (earlier) agreed	20%
Progress report on the midterm review of the Masterplan  Copy of reviewed draft SOC from Ifugao State University  Proposed design of the write-up session	As stated in the agreed work plan or as negotiated	40%
First draft of the Midterm review of the Masterplan  Copy of the revised SOC from Ifugao State University  Initial list of recommendations for ways forward	As stated in the agreed work plan or as negotiated	20%
Finalized Midterm review of the Masterplan  Finalized SOC from Ifugao State University  Final list of recommendation for ways forward	As stated in the agreed work plan or as negotiated	10%

**Payment details:** *Building peace in the hearts and minds of men and women since 1951*

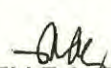
Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:

Mr. Marlon de los Santos  
BAC Secretariat  
Tel No.: 8834-3447  
Mobile No.: 09773379532  
Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)



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BAC Regular Member

On Official Business  
**RAJEE S. FLORIDO**  
BAC Regular Member



**JOSEFINA V. ESCUETA**  
Provisional Member

### Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## PRICE PROPOSAL FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
 Ground Floor, Department of Foreign Affairs Bldg.  
 2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Proposal, hereunder is my proposal as follows:

QTY	UOM	ITEM	SPECIFICATION	Total Price
1	Lot	CONSULTANT FOR ENSURING PHILIPPINES' COMPLIANCE WITH THE WORLD HERITAGE DECISION 44 COM 7.B.36 INVOLVING THE RICE TERRACES OF THE PHILIPPINE CORDILLERAS	Please see attached ANNEX "A"	

Amount in words: \_\_\_\_\_

The above-quoted proposal is inclusive of all costs and applicable taxes.

Sincerely yours,

\_\_\_\_\_  
*Printed Name over Signature / Designation*

\_\_\_\_\_  
*Company name*

Land line Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## REQUEST FOR QUOTATION

Date: **18 May 2022**

RFQ No.: **2022-029**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **CONFERENCE ROOM FOR THE PRESENTATION OF RESULTS (UNACOM NCMS RESEARCH PROJECT ON PH RESOURCES AND ALLOCATION FOR OCEAN AND MARINE SCIENCES)** in accordance with **Section 53.10, Negotiated Procurement - LEASE OF REAL PROPERTY OR VENUE** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **CONFERENCE ROOM** is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract amounting to **Eighty Thousand pesos (Php 80,000.00) only.**

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

**REQUIREMENT: One (1) Unit - Conference room**

**DETAILS OF OCCUPANCY: 27 May 2022, 11:00AM to 2:30PM**

**MEETING VENUE REQUIREMENT: Classroom arrangement for Sixty (60) pax**

**MEAL REQUIREMENT at Meeting Venue: Lunch only for 60 pax**

### Inclusive of the following:

Free-flowing coffee, tea, and water for the duration of the event

High speed Internet

Microphone, LCD projector with projector screen, whiteboards, and markers

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **23 May 2022, 10:00AM.**

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Income/ Business Tax Return;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

On leave  
**MICHELLE A. DULAY**  
BAC Regular Member

On leave  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: **18 May 2022**

RFQ No.: **2022-030**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, Intends to procure **COASTER RENTAL FOR THE GENDER AND DEVELOPMENT (GAD) TRAINING IN PUERTO GALERA, ORIENTAL MINDORO FROM 31 MAY 2022 TO 03 JUNE 2022** in accordance with **Section 53.9 Negotiated Procurement-Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **Coaster Rental** is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Forty Thousand Pesos (Php 40,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

Vehicle Type: **22-SEATER Coaster, Air-conditioned, at least 2017 model**

Quantity: **one (1) unit only**

Route: **DFA Pasay City - Batangas Port - DFA Pasay City (Pick and drop only)**

Itinerary:

- **May 31, 2022, (ETD) 3:30 AM - DFA Pasay City to Batangas Port**
- **June 3, 2022, (ETD) 1:00-3:00 PM - Batangas Port to DFA Pasay City**

Inclusive: **(All-in) Toll fees, Fuel, Parking fees, Drivers meals.**

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **23 May 2022 10:00 AM.**

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)



**GAY ALFRED A. BLANCO**  
BAC Chairperson



**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

On leave  
**MICHELLE A. DULAY**  
BAC Regular Member

On leave  
**RAJEE S. FLORIDO**  
BAC Regular Member



**JOSEFINA V. ESCUETA**  
Provisional Member



**unesco**

Philippine  
National Commission

*Building peace in the hearts and minds of men and women since 1951*

## REQUEST FOR QUOTATION

Date: **23 May 2022**

RFQ No.: **2022-031**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION FOR THE GENDER AND DEVELOPMENT (GAD) TRAINING IN PUERTO GALERA, ORIENTAL MINDORO FROM 31 MAY 2022 TO 03 JUNE 2022** in accordance with **Section 53.10, Negotiated Procurement - LEASE OF REAL PROPERTY OR VENUE** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION** is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract amounting to **Two Hundred Ten Thousand pesos (Php 210,000.00) only.**

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

#### 1. Hotel Rooms

- Number of rooms: **Eight (8) Twin Sharing (separate beds) and Two (2) Single Rooms**
- Air-conditioned room, breakfast included
- Check-in date: 31 May 2022 / Check-out date: 03 June 2022

#### 2. Function Room

- air-conditioned room
- Dates of occupancy:  
31 May 2022 - 1:00 PM to 5:00 PM  
1 June 2022 - 9:00 AM to 3:00 PM

#### 3. Meal requirements for 18 pax

31 May 2022 –Lunch, PM snack, and dinner  
1 June 2022 –AM snack, lunch, and dinner

### Inclusive of the following:

Internet connectivity with in the function area  
Hotel transfers from Puerto Galera port (vice versa)  
Environmental/Entrance Fees

Note: Front line hotel staff shall be fully vaccinated

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "B", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **26 May 2022, 10:00AM**.

**Requirements:**

The supplier with the Single/Lowest Calculated and Responsive Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Income/ Business Tax Return;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

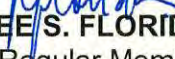
Mobile No.: 09773379532


Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

*Building peace in the hearts and minds of men and women since 1951*

## **TERMS OF REFERENCE**

### **CONSULTANCY FOR THE EDITORIAL AND CREATIVE DESIGN AND DEVELOPMENT OF UNACOM’S PROMOTIONAL MATERIAL FEATURING ITS 70TH ANNIVERSARY AND 2021 ACCOMPLISHMENTS**

#### **I. PROJECT PURPOSE**

The Philippine National Commission for UNESCO is seeking **Consultancy for the Editorial and Creative Design and Development of UNACOM’s promotional material featuring its 70th Anniversary and 2021 Accomplishments**

#### **II. SCOPE OF WORK**

The assignment will involve developing communication materials/ knowledge products related to UNACOM’s thrust and agency milestones in Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information. The selected Consultancy firm will perform and provide the following:

- a. Creative design and development of promotional materials
- b. writing and editorial support (editing, copywriting, proofreading), conceptualization, and design and layout all of which have appropriate communications language targeted to the intended audience; and
- c. production of the promotional material in digital/soft and printed copies (800 copies)

The consultancy will perform the writing work, by receiving raw documents, data, and inputs by UNACOM. In some instances, they will be required to do a research of publicly available materials, like Country Office Annual Reports, and extract inputs and examples, as needed.

#### **III. TERMS OF THE PROJECT**

This Terms of Reference will commence from 06 June 2022 and shall continue to be in effect until 06 August 2022.



Philippine  
National Commission

*Building peace in the hearts and minds of men and women since 1951*

## REQUEST FOR PROPOSAL

Date: **23 May 2022**

RFP No.: **2022-032**

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to engage a **CONSULTANCY FOR THE EDITORIAL AND CREATIVE DESIGN AND DEVELOPMENT OF UNACOM'S PROMOTIONAL MATERIAL FEATURING ITS 70TH ANNIVERSARY AND 2021 ACCOMPLISHMENTS**, in accordance with **Section 53.6 (Negotiated Procurement-Scientific, Scholarly Or Artistic Work, Exclusive Technology And Media Services)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **CONSULTANCY** has an Approved Budget for the Contract (ABC) of **Nine Hundred Thousand Pesos Only (PhP 900,000.00)**. The project must be completed within two months period reckoned from the effectivity date stated in the Notice to Proceed issued for the project.

The **Terms of Reference** is attached for your guidance/reference, Annex "A".

### Proposal:

If interested, kindly accomplish the attached Price Proposal Form, Annex "B", duly signed by your company authorized representative not later than 27 May 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact:

**MR. MARLON A. DE LOS SANTOS**

BAC Secretariat

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City


Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

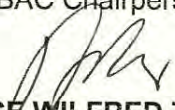
Email address: marlond822@gmail.com; quotation@unesco.gov.ph

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Mayors Permit
2. PhilGEPS Registration Number
3. Income/Business tax Return

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

### Terms and Conditions:

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation/proposal shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

**REQUEST FOR QUOTATION**

Date: 30 May 2022

Sir/Madam,

The UNESCO National Commission of the Philippines intends to procure airtickets (**Manila-Paris- Manila**) **for the Philippine representative to attend the 55<sup>th</sup> Session of the Intergovernmental Oceanographic Commission on 14-17 June 2022 (inclusive of travel time).**

The procurement will be undertaken in accordance with the Revised Rules and Regulations (Revised IRR) of Republic Act No. (RA) 9184, otherwise known as the Government Procurement Reform Act.

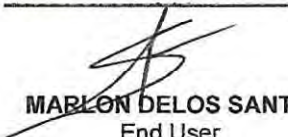
Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotations duly signed by you and your authorized representative, subject to the Terms and Conditions below:

**TECHNICAL SPECIFICATIONS**

<b>Route:</b>  <b>Manila-Paris-Manila (economy class)</b>	<b>1 pax</b>	Departure Manila  <b>12 June 2022 (preferably afternoon flight/ early evening)</b>  Departure Paris  <b>19 June 2022 (preferably afternoon flight)</b>
Approved Budget for the Contract: <b>Php100,000</b>		
Deadline for Submission: not later than 5pm today (30 May 2022)		
Validity of quoted price:		
Terms of Payment: <b>The payment shall be transmitted through the bank account, at least fifteen (15) days upon receipt of invoice.</b>		

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For clarification, please contact the UNESCO National Commission of the Philippines at telephone number 834-3447 or send a message to: [quotation@unesco.govph](mailto:quotation@unesco.govph) and [jvescueta319@gmail.com](mailto:jvescueta319@gmail.com)

  
**MARLON DELOS SANTOS**  
End User

NOTED BY:

  
**LAURENCE WILFRED T. DUMADAG**  
Administrative Officer IV

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Price quotations to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
- Bidders shall comply with the Technical Specifications/Terms of Reference stated in this Request
- The Commission reserves the right to reject any and all quotations, and declare a failure or not to award the contract for any justifiable and reasonable grounds.
- Interested parties should submit the following documents:
  - SEC/OTI Registration
  - BIR Registration
  - Municipal Mayor Business Permit
  - Latest Income Tax Return (ITR) with audited financial statements
  - PhilGFPs Registration

## REQUEST FOR QUOTATION

Date: 02 June 2022

Sir/Madam,

The UNESCO National Commission of the Philippines intends to procure airtickets (*Manila-Paris- Manila*) *for the Philippine representative to attend the 9<sup>th</sup> General Assembly of the State Parties of the Convention for the Safeguarding of ICH, 3 -9 July 2022(inclusive of travel time) Preparatory Meetings of MONDIACULT 2022, and Cultural Indicators Project 2030.*

The procurement will be undertaken in accordance with the Revised Rules and Regulations (Revised IRR) of Republic Act No. (RA) 9184, otherwise known as the Government Procurement Reform Act.


Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotations duly signed by you and your authorized representative, subject to the Terms and Conditions below:

### TECHNICAL SPECIFICATIONS

<b>Route:</b>		
<b>Manila-Paris-Manila (economy class)</b>	<b>2 pax</b>	Departure Manila  03 July 2022 (preferably afternoon flight/ early evening)  Departure Paris  09 July 2022 (preferably afternoon flight)
Approved Budget for the Contract: <b>Php230,000</b>		
Deadline for Submission: <b>09 June 2022</b>		
Validity of quoted price:		
Terms of Payment: <b>The payment shall be transmitted through the bank account, at least fifteen (15) days upon receipt of invoice.</b>		

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For clarification, please contact the UNESCO National Commission of the Philippines at telephone number 834-3447 or send a message to: [quotation@unesco.govph](mailto:quotation@unesco.govph) and [jvescueta319@gmail.com](mailto:jvescueta319@gmail.com)

  
**MARLON DELOS SANTOS**  
End User

NOTED BY:

  
**LAURENCE WILFRED T. DUMADAG**  
Administrative Officer IV

### TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotations to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
- Bidders shall comply with the Technical Specifications/Terms of Reference stated in this Request
- The Commission reserves the right to reject any and all quotations, and declare a failure or not to award the contract for any justifiable and reasonable grounds.
- Interested parties should submit the following documents:
  - SEC/OTI Registration
  - BIR Registration
  - Municipal Mayor Business Permit
  - Latest Income Tax Return (ITR) with audited financial statements
  - PhilGFPS Registration

## REQUEST FOR QUOTATION

Date: **9 June 2022**  
RFQ No.: **2022-035**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **Four (4) Licenses of CANVA PRO Application Software** in accordance with **Section 52.1.b Shopping** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of said **CANVA PRO Application Software** is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Fifteen Thousand Pesos (Php 15,000.00) only**.

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

QTY	UOM	ITEM	SPECIFICATION
4	license	CANVA PRO APP Software Annual Subscription	<ul style="list-style-type: none"> <li>• 250,000+ free templates</li> <li>• 75+ million premium stock photos, videos, audio and graphics</li> <li>• 420,000+ free templates with new designs daily</li> <li>• Create 1 Brand Kit and upload your own fonts and logos</li> <li>• Unlimited use of Background Remover</li> <li>• Resize designs infinitely with Magic Resize</li> <li>• Save designs as templates for your team to use</li> <li>• 100GB of cloud storage</li> <li>• Create and publish social media content directly from the Canva Editor to 7 platforms.</li> <li>• Schedule social media content to 8 platforms</li> <li>• Download designs with a transparent background and customize download quality</li> <li>• Export designs as animated GIFs or MP4 videos</li> <li>• Share view or edit access to designs with people outside of your team through a design link</li> <li>• 24/7 support</li> <li>• Two factor authentication (2FA)</li> </ul>

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, see Annex "A", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **13 June 2022**.

**Delivery:**

Delivery within **Two (2) Working days** upon receipt of the Notice to Proceed.

**Requirements:**

The supplier with the Lowest Calculated Price Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

For further inquiries, you may contact:

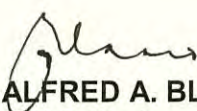
**MR. MARLON DE LOS SANTOS**

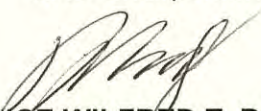
BAC Secretariat

Tel No.: 8834-3447

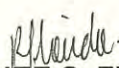
Mobile No.: 09773379532


Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

### **Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
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6/1/2022

## REQUEST FOR QUOTATION

Date: 9 June 2022  
RFQ No.: 2022-036

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **UNACOM WEB HOSTING SERVICES FOR CY 2022-2023** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **WEB HOSTING SERVICES** is included in the FY 2022 Annual Procurement Plan with the Approved Budget for the Contract of **Thirty-Five Thousand Pesos only (Php 35,000.00)**.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

**UNACOM WEB HOSTING SERVICES** from 01 August 2022 to 31 July 2023:

- 90 GB Web Disk Space
- Unlimited Bandwidth
- 3 GB RAM
- 60% CPU
- Unlimited Email Accounts
- Unlimited SQL Database
- Unlimited Sub Domain
- Unlimited Add on Domains
- 300/hr Email limit
- c-Panel
- Web Mail
- File Manager
- Email Forwarders
- Advance Security

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, see Annex "A", duly signed by the company's authorized representative and submit to the UNACOM Office located at the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City or email at [marlond822@gmail.com](mailto:marlond822@gmail.com) cc: [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph) not later than **13 June 2022**.

**Delivery:**

Delivery within **Two (2) working days** upon receipt of the Notice to Proceed.

**Requirements:**

The Service Provider with the Single/Lowest Calculated Quotation shall submit the following documents before issuance of Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**

For further inquiries, you may contact:

**MR. MARLON DE LOS SANTOS**

BAC Secretariat

Tel No.: 8834-3447

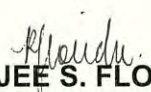
Mobile No.: 09773379532

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com)

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
**MICHELLE A. DULAY**  
BAC Regular Member

  
**RAJEE S. FLORIDO**  
BAC Regular Member

**JOSEFINA V. ESCUETA**  
Provisional Member

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6/1/2022

## REQUEST FOR QUOTATION

Date: **10 June 2022**

RFQ No.: **2022-037**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION WITH CONFERENCE ROOM** for the **SECOND TECHNICAL WORKING GROUP MEETING FOR THE MIDTERM REVIEW OF THE IRT MASTERPLAN** on 23-25 June 2022 in Baguio City, in accordance with **Section 53.10, (Negotiated Procurement - Lease of Real Property or Venue)** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION WITH CONFERENCE ROOM** has an Approved Budget for the Contract (ABC) amounting to **One Hundred Eighty Five Thousand pesos (Php 185,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

- 1.) Hotel Accommodation requirement (air conditioned):

**11 rooms - Twin Sharing (Two separate beds)**  
**2 rooms - Triple Sharing (Three separate beds)**  
**5 rooms - Single occupancy**

Room Check-in: **23 June 2022**

Room Check out: **25 June 2022**

- 2.) Conference Room requirement (air conditioned):

Occupancy date/time: **23 June 2022, 08:00AM to 5:00 PM**

Number of participants: **35 pax**

Meals requirement: **AM/PM Snack, lunch, and dinner**

### Inclusive of the following:

Free-flowing coffee, tea, and water for the duration of the event

PA system, LCD projector with screen

High-speed Internet

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 14 June 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact:

**MR. MARLON A. DE LOS SANTOS**

BAC Secretariat

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

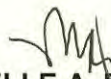
1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Income/ Business Tax Return;**



**GAY ALFRED A. BLANCO**  
BAC Chairperson



**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson



**MICHELLE A. DULAY**  
BAC Regular Member

End user  
**RAJEE S. FLORIDO**  
BAC Regular Member

**JOSEFINA V. ESCUETA**  
Provisional Member

### **Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
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6/1/2022

## REQUEST FOR QUOTATION

Date: **14 June 2022**

RFQ No.: **2022-038**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **VAN RENTAL** for the **SECOND TECHNICAL WORKING GROUP MEETING FOR THE MIDTERM REVIEW OF THE IRT MASTERPLAN** on 23-25 June 2022 in Baguio City in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **VAN RENTAL** has an Approved Budget for the Contract of **Thirty Thousand Pesos (Php 30,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

Vehicle Type: **Air-conditioned Van, at least 2017 model  
can accommodate Thirteen (13) passengers**

Quantity: **one (1) unit only**

Route: **Pasay City – Baguio City- Pasay City (Pick and drop only)  
with provision to pick up passengers within Metro Manila area**

Itinerary:

- **June 23, 2022 - Pasay City – Baguio City**
- **June 25, 2022 – Baguio City to Pasay City**

Inclusive: **(All-in) Toll fees, Fuel, Parking fees, Drivers meals.**

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 16 June 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact:

**MR. MARLON A. DE LOS SANTOS**

BAC Secretariat

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

On Official Trip  
**MICHELLE A. DULAY**  
BAC Regular Member

End user  
**RAJEE S. FLORIDO**  
BAC Regular Member

**JOSEFINA V. ESCUETA**  
Provisional Member

**Terms and Conditions:**

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## REQUEST FOR QUOTATION

Date: **16 June 2022**

RFQ No.: **2022-039**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **ANTI-COVID19 SUPPLIES** accordance with **Section 52.1.b (Shopping)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of said **ANTI-COVID19 SUPPLIES** has an Approved Budget for the Contract of **Twenty Thousand Pesos (Php 20,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

**ONE (1) LOT OF ANTI-COVID19 SUPPLIES consist of the following items:**

QTY	UOM	ITEM	SPECIFICATION
100	box	Face Mask	Surgical Mask grade, 3-ply, FDA Certified

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 27 June 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact:

**MR. MARLON A. DE LOS SANTOS**

BAC Secretariat

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

**Delivery:**

The delivery duration shall be for a period of **seven (7) Calendar days** upon supplier's receipt of the Notice to Proceed.

**Requirements:**


A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Mayor's/ Business Permit
2. PhilGEPS Registration Number
3. BIR 2303

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
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BAC Regular Member

  
**JOSEFINA V. ESCUETA**  
Provisional Member

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6/1/2022

## REQUEST FOR QUOTATION

Date: **29 June 2022**

RFQ No.: **2022-040**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **PREVENTIVE MAINTENANCE OF UNACOM TOYOTA INNOVA SERVICE CAR PLATE NO. SJA 113** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PREVENTIVE MAINTENANCE OF UNACOM SERVICE** has an Approved Budget for the Contract of **One Hundred Twenty Thousand Pesos (Php 120,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Technical Specification:

#### Diesel Engine Change Oil:

- a. Gasket
- b. Oil filter
- c. Dsl engine flush
- d. Dsl injector cleaner
- e. Oil 5w-30
- f. Octane boost

#### Brake Cleaning and Maintenance:

- a. Brake cleaner
- b. Grease 15oz
- c. Silicon spray 10oz
- d. Stop squeal bottle
- e. Sandpaper 120
- f. Brake lube service

#### Interior Check-up and Engine bay maintenance

- a. Engine treatment
- b. Fresh interior sanitizer
- c. Engine bay cleaner

Steering System Repair and replacement of components

- a. Tie rod & rack end replacement

Wheel Tires Replacement with Balancing and installation

- a. Tire mounting and balancing 4 tires
- b. 205/65 r 15 94s a300
- c. Wheel alignment
- d. Nitrogen tire inflation

Inside Glove boxes replace destroyed parts/components

- a. Upper and lower glove box door assembly
- b. Other components that needs to be repaired and replaced

***Service Provider must be located within Metro Manila only and must be a Certified Toyota Service Center.***

**Delivery:**

Delivery within **Seven (7) working days** upon receipt of the Notice to Proceed.

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 04 July 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact:

**MR. MARLON A. DE LOS SANTOS**

BAC Secretariat

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

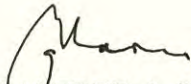
Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

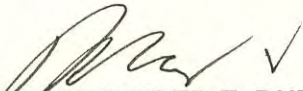
Email address: marlond822@gmail.com; quotation@unesco.gov.ph

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Omnibus Sworn Statement**

  
**GAY ALFRED A. BLANCO**  
BAC Chairperson

  
**LAURENCE WILFRED T. DUMADAG**  
BAC Vice-Chairperson

  
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**JOSEFINA V. ESCUETA**  
Provisional Member

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6/1/2022

## REQUEST FOR QUOTATION

Date: **5 July 2022**

RFQ No.: **2022-041**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **VAN RENTAL FOR UNACOM MIDYEAR ASSESSMENT, CASH PROGRAMMING SESSION, AND SITE VISIT TO BATAAN LEARNING CITY FROM 13 TO 15 JULY 2022** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **VAN RENTAL** has an Approved Budget for the Contract of **Thirty Thousand Pesos (Php 30,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

Vehicle Type: **Air-conditioned van, at least 2017 model, atleast 13-seater van**

Quantity: **one (1) unit only**

Route: **Pasay City – Bataan - Pasay City**  
**with provision to pick up passengers within Metro Manila area**

Itinerary:

- **13 July 2022, 6:00AM - Pasay City – Balanga City (pick and drop only)**
- **15 July 2022, 8:00AM - 2:00PM –Balanga City and Bagac (site visit)**
- **15 July 2022, 2:00PM – Bagac to Pasay City**

Inclusive: **(All-in) Toll fees, Fuel, Parking fees, Driver's meals.**

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 8 July 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Mobile/viber No.: 0977 337 9532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

**Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
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7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **05 July 2022**

RFQ No.: **2022-042**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION WITH FUNCTION ROOM FOR UNACOM MIDYEAR ASSESSMENT, CASH PROGRAMMING SESSION, AND SITE VISIT TO BATAAN LEARNING CITY FROM 13 TO 15 JULY 2022** in accordance with **Section 53.10 (Negotiated Procurement - LEASE OF REAL PROPERTY OR VENUE)** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION WITH FUNCTION ROOM** has an Approved Budget for the Contract amounting to **Eighty-Two Thousand pesos (Php 82,000.00) only.**

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

#### 1. Hotel Rooms for Thirteen (13) pax

- Check-in date: 13 July 2022 / Check-out date: 15 July 2022
- Seven (7) rooms with twin bed
- Air-conditioned room with high speed internet access

#### 2. Function Room

- Air-conditioned room
- Dates of occupancy:  
13 July 2022 - 9:00 AM to 6:00 PM  
14 July 2022 - 9:00 AM to 6:00 PM

#### Inclusive of the following:

Internet access within the function area  
Flowing coffee, tea and water during the event  
Sound system, Projector and screen

#### 3. Meal requirements for thirteen (13) pax

13 July 2022 –PM snack, buffet lunch and dinner  
14 July 2022 – AM & PM snack, buffet lunch and dinner

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than **11 July 2022, 10:00AM** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Income/ Business Tax Return;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

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Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.



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## REQUEST FOR PROPOSAL

Date: 05 July 2022

RFP No.: 2022-043

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to engage a **WRITER FOR THE DEVELOPMENT OF EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD) GUIDEBOOK WITH A FOCUS ON PRIORITY ACTION AREAS #1 (ADVANCING POLICY: MAINSTREAMING ESD) AND #2 (TRANSFORMING LEARNING AND TRAINING ENVIRONMENTS)** in accordance with **Section 53.6 (Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Twenty Thousand Pesos (PhP 20,000.00) only**. The project must be completed within one (1) month period from **08 July 2022 to 08 August 2022**.

The **Terms of Reference** is attached for your guidance/reference, Annex "A".

### Proposal:

If interested, kindly submit your duly signed Price Proposal Form, Annex "B", not later than 07 July 2022, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

### Requirements:

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN Number
2. PhilGEPS Registration Number

**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

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Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

### Terms and Conditions:

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation/proposal shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.



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## REQUEST FOR PROPOSAL

Date: 05 July 2022

RFP No.: 2022-044

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to engage a **WRITER FOR THE DEVELOPMENT OF EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD) GUIDEBOOK WITH A FOCUS ON PRIORITY ACTION AREA #3 (DEVELOPING EDUCATOR AND TRAINER CAPACITIES)**, in accordance with **Section 53.6 (Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Ten Thousand Pesos (PhP 10,000.00) only**. The project must be completed within one (1) month period from **08 July 2022 to 08 August 2022**.

The **Terms of Reference** is attached for your guidance/reference, Annex "A".

### Proposal:

If interested, kindly submit your duly signed Price Proposal Form, Annex "B", not later than 07 July 2022, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

### Requirements:

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN Number
2. PhilGEPS Registration Number

  
**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

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Email address: marlond822@gmail.com; quotation@unesco.gov.ph

### Terms and Conditions:

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation/proposal shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.



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## REQUEST FOR PROPOSAL

Date: 05 July 2022

RFP No.: 2022-045

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to engage a **WRITER FOR THE DEVELOPMENT OF EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD) GUIDEBOOK WITH A FOCUS ON PRIORITY ACTION AREA #4 (MOBILIZING YOUTH)**, in accordance with **Section 53.6 (Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Ten Thousand Pesos (PhP 10,000.00) only**. The project must be completed within one (1) month period from **08 July 2022 to 08 August 2022**.

The **Terms of Reference** is attached for your guidance/reference, Annex "A".

### Proposal:

If interested, kindly submit your duly signed Price Proposal Form, Annex "B", not later than 07 July 2022, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

### Requirements:

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN Number
2. PhilGEPS Registration Number

### MR. MARLON A. DE LOS SANTOS

Administrative Officer I

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Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

### Terms and Conditions:

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation/proposal shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.



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## REQUEST FOR PROPOSAL

Date: 05 July 2022

RFP No.: 2022-046

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to engage a **WRITER FOR THE DEVELOPMENT OF EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD) GUIDEBOOK WITH A FOCUS ON PRIORITY ACTION AREA #5 (ACCELERATING SUSTAINABLE SOLUTIONS AT THE LOCAL LEVEL)** in accordance with **Section 53.6 (Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Ten Thousand Pesos (PhP 10,000.00) only**. The project must be completed within one (1) month period from **08 July 2022 to 08 August 2022**.

The **Terms of Reference** is attached for your guidance/reference, Annex "A".

### Proposal:

If interested, kindly submit your duly signed Price Proposal Form, Annex "B", not later than 07 July 2022, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

### Requirements:

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN Number
2. PhilGEPS Registration Number

  
**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

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Email address: marlond822@gmail.com; quotation@unesco.gov.ph

### Terms and Conditions:

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation/proposal shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: **6 July 2022**

RFQ No.: **2022-048**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION** for the **WORKSHOP ON THE DEVELOPMENT OF THE COMPREHENSIVE STUDY/REPORT ON THE PHILIPPINES INITIATIVES ON ESD** on 19 to 20 July 2022 in Cebu City, in accordance with **Section 53.10, (Negotiated Procurement - Lease of Real Property or Venue)** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION** has an Approved Budget for the Contract (ABC) amounting to **Seventy-Five Thousand Six Hundred Pesos (Php 75,600.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

1.) Hotel Accommodation requirement (air conditioned):

**6 rooms - Twin bed**

**1 room - Single occupancy**

Room Check-in: **18 July 2022**

Room Check out: **21 July 2022**

### Inclusions:

- Breakfast
- High-Speed Internet Connection inside the rooms
- Flowing coffee, tea, and water

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than **11 July 2022, 10:00AM** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Income/ Business Tax Return**



**MR. MARLON A. DE LOS SANTOS**  
Administrative Officer I  
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Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

**Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **18 July 2022**

RFQ No.: **2022-052**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **PREVENTIVE MAINTENANCE OF UNACOM TOYOTA INNOVA SERVICE CAR YW 3388** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PREVENTIVE MAINTENANCE OF UNACOM SERVICE** has an Approved Budget for the Contract of **One Hundred Fifty Thousand Pesos (Php 150,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Technical Specification:

Service Provider must be located within Metro Manila only and must be a Certified Toyota Service Center.

1. Gasoline Engine Maintenance at 100,000 km
  - a. Gasket
  - b. Oil filter
  - c. Spark Plug
  - d. Gasoline engine flush
  - e. Gas injector cleaner
  - f. Engine Oil sn/cf 5w-30
  - g. Bactaklenz (7ml)
  - h. Octane boost
2. Air con cleaning and maintenance
  - a. Aircon treatment
3. Engine room cleaning
  - b. Engine room coat
  - c. Engine room cleaner
  - d. Engine treatment
4. Tire and brake service maintenance
  - a. Rubber Tires - four (4) pieces
  - b. Tire mounting and balancing 4 tires

- c. Wheel alignment
  - d. Brake cleaner
  - e. Stop squeal
  - f. Nitrogen tire inflation
  - g. Brake lube service
5. Under chassis repair and maintenance
- a. Engine decarbonize 4 cylinder
  - b. Undercoat
  - c. Front shock absorber replacement
  - d. Front Upper arm assy. Lh and rh
  - e. Arm assy, suspension
  - f. Lower ball joint

**Delivery:**

Delivery within **Seven (7) working days** upon receipt of the Notice to Proceed.

**Quotation:**

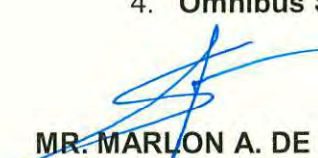
If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than **22 July 2022** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Omnibus Sworn Statement**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

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Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

### **Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **12 July 2022**

RFQ No.: **2022-050**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **AIRLINE TICKETS** for the **WORKSHOP ON THE DEVELOPMENT OF THE COMPREHENSIVE STUDY/REPORT ON THE PHILIPPINES INITIATIVES ON ESD** from 19 to 20 July 2022 in Cebu City in accordance with **Section 53.14 (Negotiated Procurement – Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **AIRLINE TICKETS** has an Approved Budget for the Contract amounting to **Forty-Five Thousand Pesos (PhP 45,000.00) only**.

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

Classification: **Economy Class**

Route: **MANILA – CEBU - MANILA**

Quantity: **Three (3) round trip airline tickets**

Departure Manila: **18 July (preferably afternoon flight ETD 14:30H)**

Departure Cebu: **21 July 2022 (preferably afternoon flight ETD 12:30H)**

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than **13 July 2022** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

Please submit the following documents before the issuance of the Notice of Award:

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd Pasay City

Mobile / Viber No.: 09773379532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

### **Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
 Ground Floor, Department of Foreign Affairs Bldg.  
 2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price proposal as follows:

Item No.	UOM	ITEM	SPECIFICATION	Total Price
1	lot	<b>DIGITAL PRINTING AND DELIVERY OF ANNUAL REPORT 2021</b>	SIZE: Folded: A4 (8.27 inches x 11.69 inches) MATERIAL: Cover: C2S 180 lbs. with Matte Lamination and Spot UV for title and logo MATERIAL: Inside Pages: 80 lbs. Matte TYPE OF BINDING: Smythe Perfect Binding COLOR OF GLUE BINDING: White NUMBER OF PAGES: 150 pages PROCESS: Digital Printing NUMBER OF PRINTS: 10 copies	
			<b>TOTAL (inclusive of VAT)</b>	

Amount in words: \_\_\_\_\_

The above-quoted proposal is inclusive of all costs and applicable taxes.

Sincerely yours,

\_\_\_\_\_  
*Printed name over signature / designation*  
*(Authorized Representative)*

\_\_\_\_\_  
*Company name*

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## REQUEST FOR QUOTATION

Date: **14 July 2022**

RFQ No.: **2022-051**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **DIGITAL PRINTING AND DELIVERY OF ANNUAL REPORT 2021** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **DIGITAL PRINTING AND DELIVERY OF ANNUAL REPORT 2021** has an Approved Budget for the Contract of **Fifty Thousand Pesos (Php 50,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Technical Specification:

SIZE: **Folded: A4 (8.27 inches x 11.69 inches)**

MATERIAL: **Cover: C2S 180 lbs. with Matte Lamination and Spot UV for title and logo**

MATERIAL: **Inside Pages: 80 lbs. Matte**

TYPE OF BINDING: **Smythe Perfect Binding**

COLOR OF GLUE BINDING: **White**

NUMBER OF PAGES: **150 pages**

PROCESS: **Digital Printing**

NUMBER OF PRINTS: **10 copies**

### Delivery:

Delivery will be on **21 July 2022**.

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than **18 July 2022, 10:00AM** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Omnibus Sworn Statement**

  
**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Mobile / Viber No.: 0977 337 9532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

### **Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **18 July 2022**

RFQ No.: **2022-052**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **PREVENTIVE MAINTENANCE OF UNACOM TOYOTA INNOVA SERVICE CAR YW 3388** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PREVENTIVE MAINTENANCE OF UNACOM SERVICE** has an Approved Budget for the Contract of **One Hundred Fifty Thousand Pesos (Php 150,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Technical Specification:

Service Provider must be located within Metro Manila only and must be a Certified Toyota Service Center.

1. Gasoline Engine Maintenance at 100,000 km
  - a. Gasket
  - b. Oil filter
  - c. Spark Plug
  - d. Gasoline engine flush
  - e. Gas injector cleaner
  - f. Engine Oil sn/cf 5w-30
  - g. Bactaklenz (7ml)
  - h. Octane boost
2. Air con cleaning and maintenance
  - a. Aircon treatment
3. Engine room cleaning
  - b. Engine room coat
  - c. Engine room cleaner
  - d. Engine treatment
4. Tire and brake service maintenance
  - a. Rubber Tires - four (4) pieces
  - b. Tire mounting and balancing 4 tires

- c. Wheel alignment
- d. Brake cleaner
- e. Stop squeal
- f. Nitrogen tire inflation
- g. Brake lube service

5. Under chassis repair and maintenance

- a. Engine decarbonize 4 cylinder
- b. Undercoat
- c. Front shock absorber replacement
- d. Front Upper arm assy. Lh and rh
- e. Arm assy, suspension
- f. Lower ball joint

**Delivery:**

Delivery within **Seven (7) working days** upon receipt of the Notice to Proceed.

**Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than **22 July 2022** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Omnibus Sworn Statement**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Mobile / Viber No.: 0977 337 9532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

**Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
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10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **20 July 2022**

RFQ No.: **2022-053**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION WITH CONFERENCE ROOM** for the **THIRD TECHNICAL WORKING GROUP MEETING FOR THE MIDTERM REVIEW OF THE IRT MASTERPLAN** on 27-29 July 2022 in Sagada, Mt. Province, in accordance with **Section 53.10, (Negotiated Procurement - Lease of Real Property or Venue)** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION WITH CONFERENCE ROOM** has an Approved Budget for the Contract (ABC) amounting to **One Hundred Thirty Thousand pesos (Php 130,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

#### 1. Hotel Accommodation

Check-in date: 27 July 2022 / Check-out date: 29 July 2022

**5 rooms - Single Occupancy with breakfast**

**1 room - Triple beds with breakfast**

**1 room - Twin beds with breakfast**

**3 room - 5 beds with breakfast**

**2 rooms - 4 beds with breakfast**

#### 2. Function/ Conference Room

Dates of occupancy: 28 July 2022 - 9:00 AM to 6:00 PM

##### **Inclusive of the following:**

Flowing coffee, tea and water during the event

Sound system, projector and screen

#### 3. Meal requirements for thirty-three (33) pax

28 July 2022 – AM & PM snack, buffet lunch and dinner

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 25 July 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Income/ Business Tax Return;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

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Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

**Terms and Conditions:**

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2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **20 July 2022**

RFQ No.: **2022-054**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **VAN RENTAL** for the **THIRD TECHNICAL WORKING GROUP MEETING FOR THE MIDTERM REVIEW OF THE IRT MASTERPLAN** on 27-29 July 2022 in Sagada, Mountain Province in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **VAN RENTAL** has an Approved Budget for the Contract of **Sixty Thousand Pesos (Php 60,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

Vehicle Type: **Air-conditioned van, at least 2019 model, at least 13-seater van**

Quantity: **one (1) unit only**

Route: **Pasay City – Baguio City – Sagada, Mt. Province – Baguio City - Pasay City with provision to pick up and drop passengers within Metro Manila area**

Itinerary: **pick and drop only**

- **27 July 2022, 8:00AM - Pasay City – Baguio City – Sagada, Mt. Province**
- **29 July 2022, 12:00PM (onwards) – Sagada, Mt. Province - Baguio City – Pasay City**

Inclusive: **All-in such as toll fees, fuel, parking fees, driver's meals.**

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 25 July 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**



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**Terms and Conditions:**

1. All entries must be legibly written.
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5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
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10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: 27 July 2022  
RFQ No.: 2022-055

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **AIRLINE TICKETS** for the **DEVELOPMENT AND WRITING OF THE 2022 STATE OF CONSERVATION REPORT OF THE BAROQUE CHURCHES OF THE PHILIPPINES - MIAG-AO CHURCH** in accordance with **Section 53. 14 (Negotiated Procurement – Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **AIRLINE TICKETS** has an Approved Budget for the Contract of **Thirty Thousand pesos (Php 30,000.00) only.**

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

Classification: **Economy Class**

Route: **MANILA – ILOILO, ILOILO - MANILA**

Quantity of Air Tickets: Two (2) round trip air tickets

Departure Manila: 02 August 2022 (preferably afternoon flight)

Departure Paris: 06 August 2022 (preferably afternoon flight)

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex “A”, duly signed by your company authorized representative not later than 28 July 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

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Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
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10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: **20 October 2022**

RFQ No.: **2022-055**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **CONFERENCE ROOMS** for the **INTERNATIONAL ASSEMBLY OF YOUTH FOR UNESCO (Y4U) 2022, 09 to 11 December 2022** in Manila City in accordance with **Section 53.10, Negotiated Procurement - LEASE OF REAL PROPERTY OR VENUE** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **CONFERENCE ROOMS** has an Approved Budget for the Contract amounting to **Three Hundred Thousand Pesos (Php 300,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

The Service Provider must be within the City of Manila only.

Date of Occupancy: 10 December 2022

### Venue Requirement:

- 8:00 AM to 1:00 PM - One (1) unit - Conference Room for 300 pax
- 1:00 PM to 5:00 PM - Three (3) units – Break-out Rooms, 100 pax per room
- 5:00 PM to 8:00 PM - One (1) unit - Conference Room for 300 pax

Meal Requirement: AM/PM Snacks, Buffet Lunch, and Buffet Dinner for 300 pax

### Inclusive of the following:

Free-flowing coffee, tea, and water for the duration of the event  
High-speed Internet  
Microphone, LCD projector with projector screen, whiteboards, and markers

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 25 October 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **Income/ Business Tax Return**
4. **BIR 2303;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

## Terms and Conditions:

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## REQUEST FOR QUOTATION

Date: **21 October 2022**

RFQ No.: **2022-056**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **PRINTING AND DELIVERY OF CEBU DESIGN WEEK 2022 INFORMATION AND PROMOTIONAL MATERIALS** in accordance with **Section 53.9, Negotiated Procurement - Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PRINTING AND DELIVERY** has an Approved Budget for the Contract amounting to **Two Hundred Fifty Thousand Pesos (Php 250,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

The Service Provider must be within Metro Cebu only and must be willing to deliver the goods at the preferred location in, or nearby the event venue in Mandaue City.

Requirement	Specification	Quantity
<b>Magazine Paper (Event Poster)</b>	Size: A3 Glossy, Board Type	20 pcs
<b>Tarpaulin</b>	[W] 3 feet (ft.) x [H] 8 ft. (With Wooden frame + Installation)	10 pcs – VISAYAS ART FAIR 10 pcs – BODEGA 10 pcs – SPONSORS
<b>Magazine Paper (Fair Guide)</b>	Size: A3 Magazine Paper, Glossy	2000 pcs
<b>(Venue/Vicinity Map + Event Schedule)</b>	[H] 2 Meters x [W] 3 Meters Sintra Standee	1 pc
<b>Exhibition Area Map w/ Exhibitors Directory</b>	Sintra Standee [H] 200cm x [W] 370cm	1 pc - BODEGA 1 pc - VAF

<b>On table Registration Signages</b>	Sticker on Sintra with Stand [W] 50cm x [H] 15 cm	1 pc - ONSITE 1 pc - ONLINE 1 pc - PWD/SENIOR 1 pc - VIP 1 pc -STAFF/ CONTRACTOR 1 pc - GLOBE PLATINUM 1 pc - WITH COMPLIMENTARY TICKETS 2 pcs - SECRETARIAT HEADQUARTERS
<b>Registration Signage Standee</b>	Sticker on Sintra Standee [H] 200 cm x [W] 80 cm	1 pc - Onsite + Online 1 pc - VIP, Contractors, Complimentary Tickets, Globe Platinum
<b>Booth Label</b>	Sticker on Sintra 1.67ft [W] x 1.25 ft [H]	34 pcs - VAF 14 pcs - BODEGA
<b>ID</b>	PVC Card, Laminated 3.5in [H] x 2.75in [W]	70 pcs - VAF EXHIBITOR 20 pcs - VAF ORGANIZER 60 pcs - VAF/BODEGA VOLUNTEER 40 pcs - VAF CONTRACTOR 20 pcs - VAF PRESS 60 pcs - BODEGA EXHIBITOR 20 pcs - BODEGA ORGANIZER 40 pcs - BODEGA CONTRACTOR 20 pcs - BODEGA PRESS
<b>Atrium Tent Banners</b>	Tarpaulin (With Wooden frame + Installation) [W] 0.39m x [H] 5.78m	2 pcs
<b>Wristband</b>	Tyvek, Printed 1.5 cm [W] x 23 cm [L]	140 pcs - EXHIBITOR STAFF INGRESS DAY 1 140 pcs - EXHIBITOR STAFF INGRESS DAY 2 140 pcs - EXHIBITOR STAFF INGRESS DAY 3 140 pcs - EXHIBITOR STAFF DAY 1 140 pcs - EXHIBITOR STAFF DAY 2 140 pcs - EXHIBITOR STAFF DAY 3 140 pcs - EXHIBITOR STAFF DAY 4 600 pcs - VIP - 3 Day Pass 1800 pcs - GUEST DAY 1 2000 pcs - GUEST DAY 2 2000 pcs - GUEST DAY 3

<b>VAF VERNISSAGE Invitation Card</b>	5R Old Mill Paper	500 pcs - VAF
<b>VAF VIP Tickets</b>	1.5in [W] x 4in [L] Old Mill Paper	500 pcs
<b>Complementary Tickets (For Exhibitor's kit)</b>	1.5in [W] x 4in [L] Old Mill Paper	300 pcs - 3-DAY PASS 850 pcs - DAY PASS
<b>Lane Label</b>	30cm [W] x 30cm [L] Sticker (fit for brick floors)	3 pcs
<b>Pavilion Cocktail Tickets</b>	1.5in [W] x 4in [L] Old Mill Paper	300 pcs

#### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 28 October 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

#### Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **Omnibus Sworn Statement**
4. **BIR 2303;**

  
**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: 27 July 2022  
RFQ No.: 2022-056

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **AIRLINE TICKETS** for the **THIRD QUARTER PHILIPPINE ASSOCIATION OF RECORDS OFFICER AND ARCHIVISTS (PAROA) FACE-TO-FACE TRAINING/SEMINAR** in accordance with **Section 53. 14 (Negotiated Procurement – Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **AIRLINE TICKETS** has an Approved Budget for the Contract of **Twenty-Five Thousand Pesos (Php 25,000.00) only.**

**Please quote your best offer** subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

### Specifications:

Classification: **Economy Class**

Route: **MANILA – CEBU, CEBU - MANILA**

Quantity: Two (2) round trip air tickets

Departure Manila: 23 August 2022 (preferably early morning flight)

Departure Cebu: 25 August 2022 (preferably late afternoon flight)

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex “A”, duly signed by your company authorized representative not later than 28 July 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**



**MR. MARLON A. DE LOS SANTOS**

*Administrative Officer I*

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Mobile/Viber no.: 0977 337 9532

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Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: **24 October 2022**

RFQ No.: **2022-057**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **PRINTING AND DELIVERY OF UNESCO CLUBS NEWSLETTER 2022** in accordance with **Section 53.9, Negotiated Procurement - Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract amounting to **Fifty Thousand Pesos (Php 50,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

The Service Provider must be based within Metro Manila only.

**SIZE:** Folded: 8.5 inches (in.) x 11 in. / Spread: 17 in. x 11 in.

**STOCK:** Cover: C2s 80 lbs. / inside: C2S 80 lbs.

**TYPE OF BINDING:** saddle stitch

**NUMBER OF PAGES:** 28 pages including cover

**PROCESS:** CMYK printing, 4/4

**NUMBER OF PRINTS:** 300 copies

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 28 October 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

### Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

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Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR QUOTATION

Date: **15 November 2022**

RFQ No.: **2022-058**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION** for the **2022 CEBU DESIGN WEEK CELEBRATION** to be held from **24 to 27 November 2022** in Cebu City in accordance with **Section 53.10 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION** has an Approved Budget for the Contract amounting to **Twenty-Eight Thousand Pesos (Php 28,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

The Service Provider must have easy access and must be within the place of the event for the 2022 Cebu Design Week at Oakridge Business Park, Mandaue City.

### Room Requirement:

- 1 room - Single Occupancy  
Check-in: 24 November 2022  
Check-out: 26 November 2022
- 1 room – Double Occupancy, Twin bed  
Check-in: 24 November 2022  
Check-out: 28 November 2022

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex “A”, duly signed by your company-authorized representative not later than **18 November 2022** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**Requirements:**

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **Income/ Business Tax Return**
4. **BIR 2303;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.



## REQUEST FOR QUOTATION

Date: **21 November 2022**

RFQ No.: **2022-058**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION AND CONFERENCE ROOM**, in accordance with **Section 53.10, (Negotiated Procurement - Lease of Real Property or Venue)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION AND CONFERENCE ROOM** has an Approved Budget for the Contract (ABC) amounting to **Three Hundred Fifteen Thousand pesos (Php 315,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### **SPECIFICATIONS:**

Service Provider must be within Pasay, Manila, and Makati Cities only.

#### **I. UNACOM Gender and Development Planning and Year-end Assessment**

##### **1. Hotel Accommodation**

Check-in date: 05 December 2022 / Check-out date: 06 December 2022

**1 room - Single Occupancy with breakfast**

**7 rooms – Twin Sharing (Twin Bed) with breakfast**

##### **2. Function Room with Internet WIFI connectivity (15 pax)**

Dates of occupancy: 05 December 2022 - 7:00 AM to 6:00 PM

##### **Inclusive of the following:**

Overflowing coffee, tea, and water

Sound system, projector, and screen

##### **3. Meal requirements for Fifteen (15) pax**

05 December 2022 - Buffet Breakfast, Plated Lunch, and Plated Dinner

05 December 2022 - AM/PM light Snack

**II. “Learning Session on the 2001 Convention on the Protection of the Underwater Cultural Heritage (UCH)”, and “Regular Meeting of the National Committee on Marine Sciences”**

**1. Hotel Accommodation**

Check-in date: 06 December 2022 / Check-out date: 08 December 2022

**22 rooms - Single Occupancy with breakfast**

**2. Function Room with Internet WIFI connectivity (22 pax)**

Dates of occupancy: 06-07 December 2022 - 8:00 AM to 6:00 PM

**Inclusive of the following:**

Overflowing Coffee, Tea, and water

Sound system, projector, and screen

**3. Meal requirements**

06 December 2022 - Buffet Lunch for 34 pax, and Plated Dinner for 22 pax

06 December 2022 - AM light snack for 34 pax

06 December 2022 - PM light snack for 22 pax

07 December 2022 - Plated Lunch and Plated Dinner for 22 pax

07 December 2022 – AM/PM light snack 22 pax

**QUOTATION:**

If interested, kindly accomplish the attached Price Quotation Form, Annex “A”, duly signed by your company-authorized representative not later than **24 November 2022** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

**REQUIREMENTS:**

A copy of each of the following are required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

- 1. Mayor's Business Permit**
- 2. PhilGEPS Registration Number**
- 3. BIR 2303 and Income/ Business Tax Return;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

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Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

### **Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **06 December 2022**

RFQ No.: **2022-059**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **ONE (1) YEAR SUBSCRIPTION- ADOBE CREATIVE CLOUD FOR TEAMS ALL APPS SOFTWARE LICENSE WITH SETUP/INSTALLATION** in accordance with **Section 53.9, Negotiated Procurement - Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **ONE (1) YEAR SUBSCRIPTION- ADOBE CREATIVE CLOUD FOR TEAMS ALL APPS SOFTWARE LICENSE WITH SETUP/INSTALLATION** has an Approved Budget for the Contract (ABC) amounting to **Two Hundred Sixty Thousand pesos (Php 260,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

OUM	Item Description	Quantity	Unit cost	Total Cost
Lot	One (1) Year Subscription- Adobe Creative Cloud For Teams All Apps Software License with setup / Installation Number of Licenses: 4 Licenses	1	Php 65,000.00	Php 260,000.00

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 12 December 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

### Requirements:

A copy of each of the following are required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Income/ Business Tax Return;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

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Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

### **Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **06 December 2022**

RFQ No.: **2022-060**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **ONE (1) YEAR PHOTOCOPIER RENTAL** in accordance with **Section 53.9, (Negotiated Procurement - Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **ONE (1) YEAR PHOTOCOPIER RENTAL** has an Approved Budget for the Contract (ABC) amounting to **One Hundred Thirty Thousand pesos (Php 130,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

- Network capability on Print, copy, and color scan
- Scan, Copy and print at a speed of at least **65 copies per minute**
- Can permanently print in a Multicopy paper up to 200 gsm paper weight using the normal tray feeder
- Can permanently print in a board paper up to 250 gsm using the bypass feeder
- Can scan in the following formats: JPEG, TIFF, PDF
- Memory capacity of at least 2GB RAM and 250GB built-in hard drive
- Reduction up to 25% and Enlargement up to 400%
- Can print on A4, Short, Long, Folio and A5 up to
- Sorter output tray
- Toner supply must be original toner in a sealed box or container
- Machine must operate in a very low noise level within a 5-meter radius
- Photocopier Rental Service provider must be based within Metro Manila only;
- Photocopier Rental charges are computed from the date of installation of the machine as evidenced by the Delivery Receipt Form signed by the user upon installation;
- The Contractor shall conduct a monthly inspection of the machine/s counter to reconcile with the meter reading;
- Meter reading shall be done by the Contractor at the end of every month for billing purposes;
- Unit copy charge is based on the number of net copies reported monthly less a 2% allowance for spoilage;
- The Contractor shall provide the consumables and maintain at least Two (2) spare toners at all times within the contract period;

- The UNESCO National Commission of the Philippines (UNACOM) obligates and binds itself to pay the Contractor a minimum copy volume requirement of 10,000 copies per month;
- Contract shall be valid for Twelve (12) months only, from 02 January 2023 to 31 December 2023, and shall be in Twelve (12) monthly payments;
- The Contractor shall inspect, install and, if necessary, make adjustments and networking connections as required to keep the machines in good working order;
- Replacement parts for the photocopiers shall be supplied and repairs shall be effected by the Owner without additional charges who must respond within three (3) hours after the report of Machine defect/s;
- Servicing shall be done during regular working hours only (08:00 am to 04:00 pm);
- The Contractor shall train UNACOM personnel or any of its representatives in handling the machine, free of charge.
- Consumables must be Original and Genuine, refill not allowed
- Actual unit to be rented must be available for inspection before awarding.

#### **Quotation:**

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 12 December 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

#### **Requirements:**

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Income/ Business Tax Return;**

  
**MR. MARLON A. DE LOS SANTOS**  
 Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City  
 Mobile/ Viber no.: 0977 337 9532  
 Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872  
 Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

### **Terms and Conditions:**

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

6/1/2022

## REQUEST FOR QUOTATION

Date: **09 December 2022**

RFQ No.: **2022-061**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **PRINTING AND DELIVERY OF PROMOTIONAL CARDS 2022** in accordance with **Section 53.9, Negotiated Procurement - Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract amounting to **Thirty Thousand Pesos (Php 30,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

### Specifications:

The Service Provider must be based within Metro Manila only.

**SIZE:** 7 inches (in.) x 5 in.

**STOCK:** Mirrorkote White, 230 gsm

**PROCESS:** CMYK printing, 4/4, Two sides

**NUMBER OF PRINTS:** 500 copies

**Delivery date:** 16 December 2022, on or before 4:00 PM

### Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 12 December 2022 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

### Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: [marlond822@gmail.com](mailto:marlond822@gmail.com); [quotation@unesco.gov.ph](mailto:quotation@unesco.gov.ph)

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## REQUEST FOR PROPOSAL

**Date:** 19 December 2022

**RFP No.:** 2022-063

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to engage a **LAYOUT ARTIST FOR THE DEVELOPMENT OF THE EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD) GUIDEBOOK** in accordance with **Section 53.6 (Negotiated Procurement-Scientific, Scholarly Or Artistic Work, Exclusive Technology And Media Services)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Fifteen Thousand Pesos (Php 15,000.00) only**. The project must be completed from **26 December 2022 to 25 January 2023**.

The **Terms of Reference** is attached for your guidance/reference, Annex "A".

### Proposal:

If interested, kindly submit your duly signed Price Proposal Form, Annex "B", not later than 21 December 2022, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

### Requirements:

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN Number
2. PhilGEPS Registration Number



**MR. MARLON A. DE LOS SANTOS**

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Mobile/ Viber no.: 0977 337 9532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

## Terms and Conditions:

1. All entries must be legibly written.
2. Quotations/proposals exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation/proposal shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. (applicable to goods only)
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
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9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

## PRICE PROPOSAL FORM

Date: \_\_\_\_\_

**Bids and Awards Committee**

UNESCO National Commission of the Philippines  
 Ground Floor, Department of Foreign Affairs Bldg.  
 2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Proposal, hereunder is my proposal as follows:

QTY	UOM	ITEM	SPECIFICATION	Total Price
1	Lot	Layout Artist for the Development of Education for Sustainable Development (ESD) Guidebook	Please see attached ANNEX "A"	

Amount in words: \_\_\_\_\_

The above-quoted proposal is inclusive of all costs and applicable taxes.

Sincerely yours,

\_\_\_\_\_  
*Printed name over signature/ designation*

\_\_\_\_\_  
*Company name*

Landline number: \_\_\_\_\_ Mobile number: \_\_\_\_\_